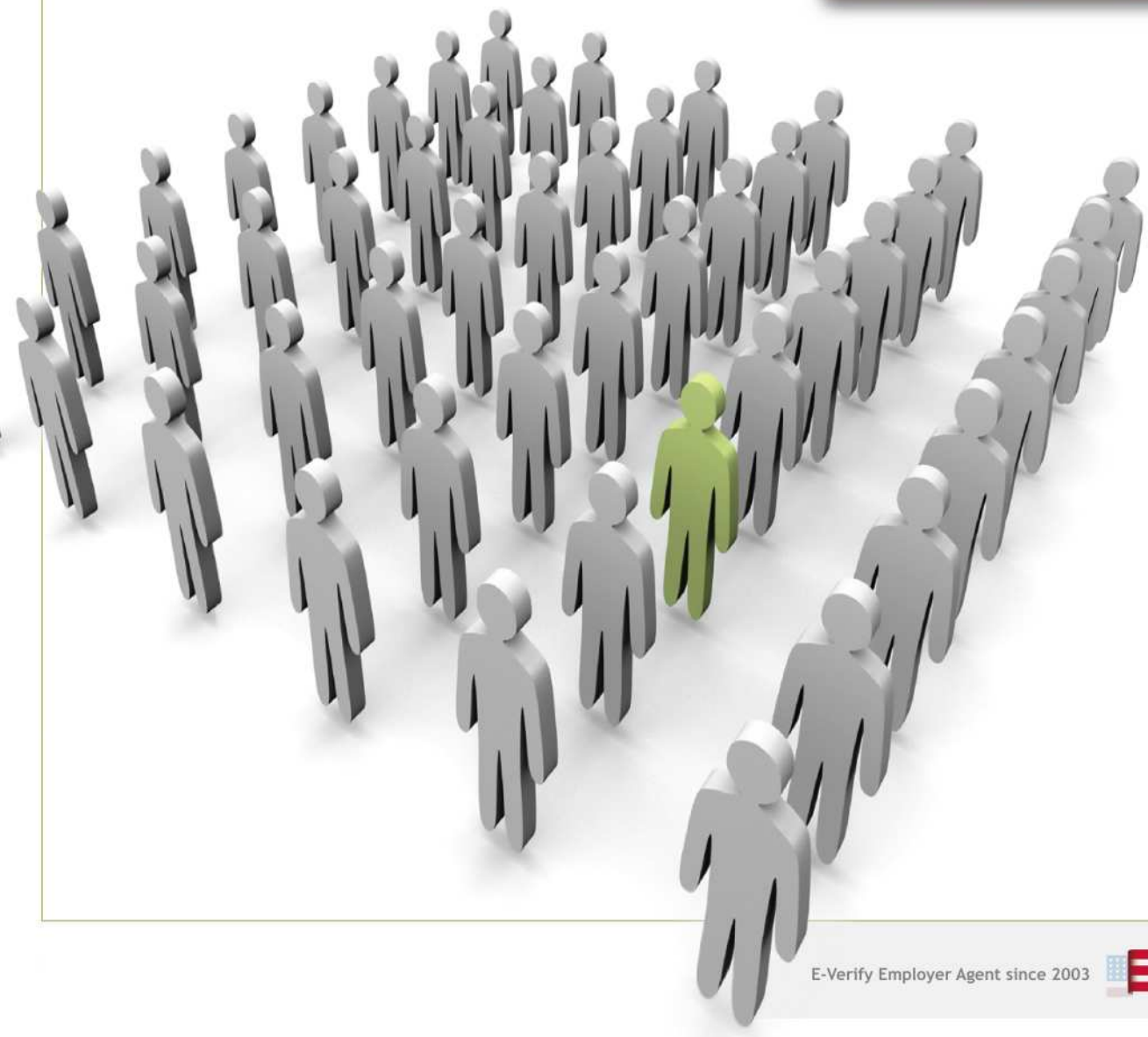
General Information Services, Inc.

GIS

Background Screening and Employment Solutions

Compli-9 User Manual



E-Verify Employer Agent since 2003 E-Verify

1 Welcome to the I-9 Dashboard 1

2 Initiate an I-9 5

3 Create, Maintain, & Delete Employee Records 16

4 Completing Section 1 of the Form I-9 32

5 Completing Section 2 of the Form I-9 40

6 Reverification of Documents (Form I-9 Section 3) 51

7 Attaching Copies of Documents 61

8 Verify Documents with Pending Receipts 75

9 Pending Social Security Numbers for Form I-9 Section 1 80

10 View Reports 84

SYSTEM ADMINISTRATOR SECTION

11 Create & Maintain Company Users 87

12 Update & Maintain Company Information 99

13 Update & Maintain Company Locations or Levels* 105

A Appendix A: Form I-9 110

B Appendix B: Resources 119

C Appendix C: Error Message 120

D Appendix D: Employment Eligibility Verifications (EEV)/E-Verify ... 121

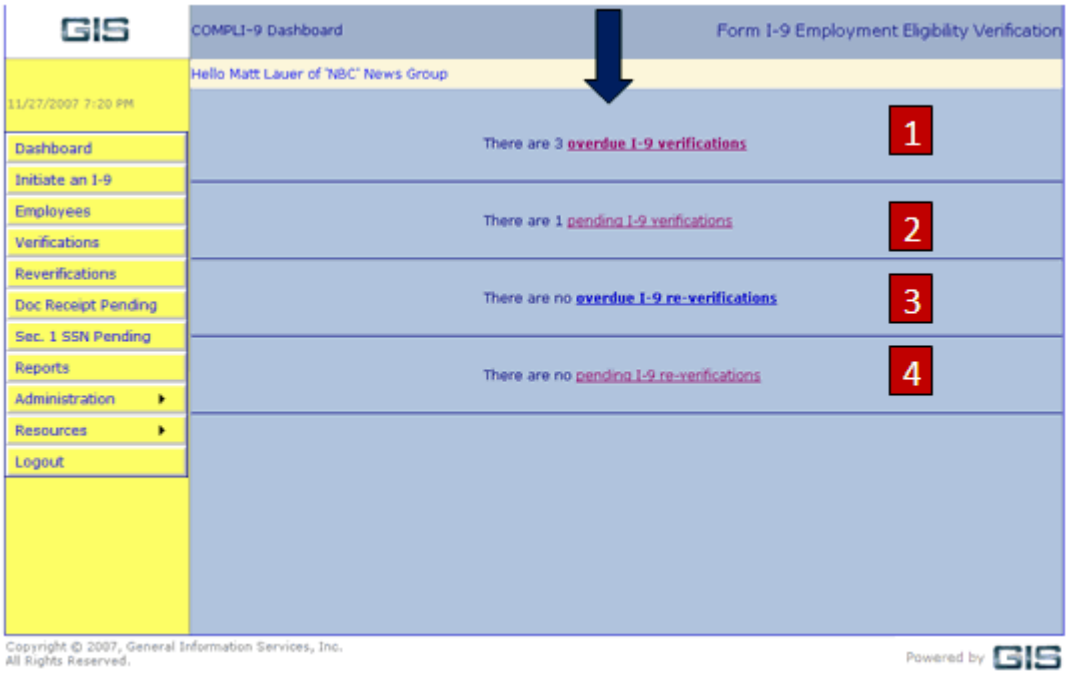
1 Welcome to the I-9 Dashboard

Step 1: Navigate to the Electronic I-9 Solutions site at: https://members.compli-9.com/Login.aspx. You will be automatically transferred to a secure server.

Step 2: The Login to COMPLI-9 page displays. Type your e-mail address user name in the Username field, type your case-sensitive password in the Password field, and then click **Log In**.

Step 3: The COMPLI-9 Dashboard page displays. The COMPLI-9 Dashboard page serves as the home page for the Compli-9 system. You can use the COMPLI-9 Dashboard page to view pending work, overdue work, and navigate to other sections of the system.

The COMPLI-9 Dashboard page consists of four primary sections, which differ based on the status of the corresponding Form I-9 verification. Overdue items, which comprise verifications that require immediate attention, display as the first item in this section, followed by pending verification items.



The following list provides details for each verification status section of the COMPLI-9 Dashboard page:

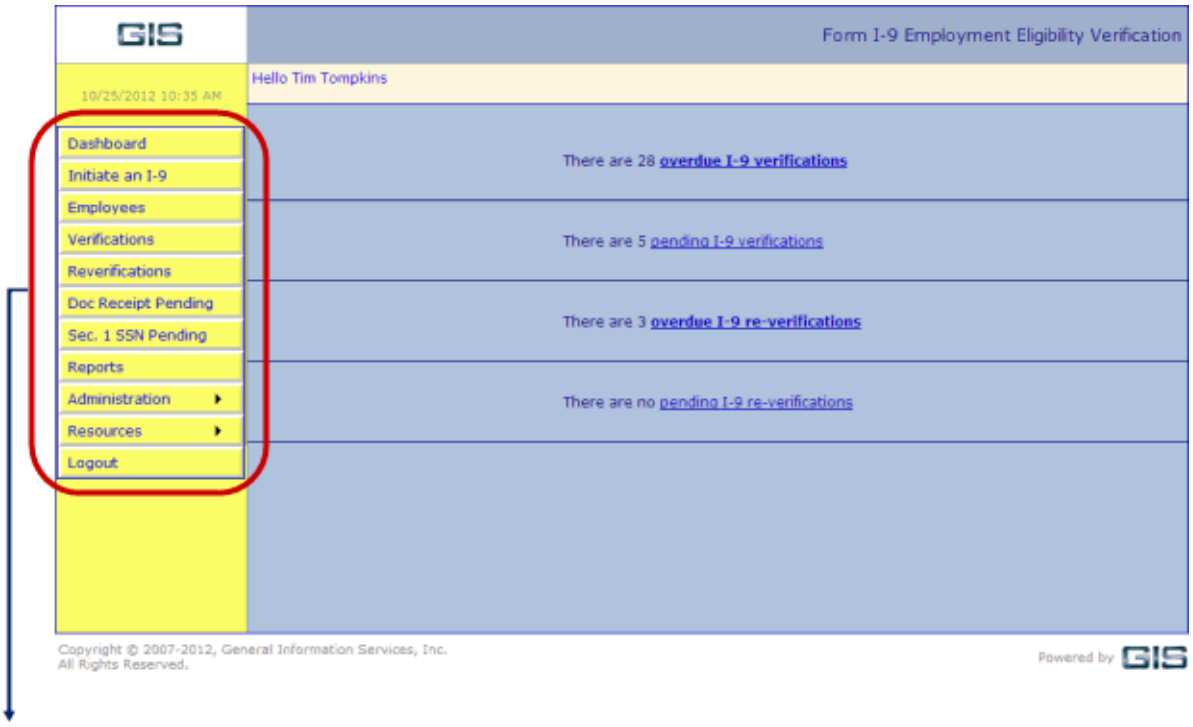
1 **Overdue I-9 Verifications** – Refers to I-9 verifications where the employee has not yet completed Section 1 or the employer representative has not yet completed Section 2, and the I-9 verification process has *exceeded* the requirement of the 3 business day period of the date employment begins.

2 **Pending I-9 Verifications** – Refers to I-9 verifications where the employee has not yet completed Section 1 or the employer representative has not yet completed Section 2, but the I-9 verification process has not exceeded the requirement of the 3 business day period of the date employent begins.The Pending I-9 Verifications status may also refer to instances where documents were not produced at the time Section 2 was completed but the I-9 verification is still within the 90 day period.

3 **Overdue I-9 Re-Verifications** – Refers to I-9 verifications where the Work Authorization documentation has expired for the employee.

4 **Pending I-9 Re-Verifications** – Refers to I-9 verifications where the Work Authorization documents for employee will expire within 90 days or less.

The COMPLI-9 Dashboard page also includes a Navigation Menu that allows you to navigate to other areas of the Compli-9 system.



The following list a description of the menu hyperlinks for the Navigation Menu:

1. **Dashboard** - Click to return to the COMPLI-9 Dashboard page from other areas of the system.

2. **Initiate an I-9** – Click to initiate the I-9 verification process by either adding a new employee or selecting from a list of current employees.

3. **Employees** – Click to create, maintain, and delete employee records.

4. **Verifications -** Click to verify documents that new employees present. You can also click the Verifications hyperlink to access details on pending and overdue I-9 verifications that display on the COMPLI-9 Dashboard page.

5. **Reverifications** –Click to re-verify documents that rehired or current employees present. Employers will re-verify upon rehire, or upon expiration of legal documents.

6. **Doc Receipt Pending** – Click to certify actual document numbers of documents for which you originally only receive a receipt when verifying documents that employees present.

7. **Sec. 1 SSN Pending** – Click to review employees that did not originally provide a Social Security Number(SSN) when completing Section 1 of the Form I-9 and update credentials so employees can supply their SSN as necessary and then provide their electronic signature to complete Section 1. The Sec. 1 SSN Pending hyperlink only displays if your business or organization submits EEV/E-Verify orders and if system administrators configure your Compli-9 environment to allow employees to avoid providing their SSN when completing Section 1.

8 **Reports** – Click to generate reports from the Compli-9 system. Compli-9 system reports allow you to choose several reporting options and include a variety of information from the I-9 verification process in report format, such as the I-9 status, employee status, or user status, among other options.

9 **Administration** – Click to access administrative functions for the Compli-9 system. The Administration menu is only available to system users with a User Type of Administrator. The Administration menu item includes three subitems: User Administration, Company Profile, and Company Hierarchy.

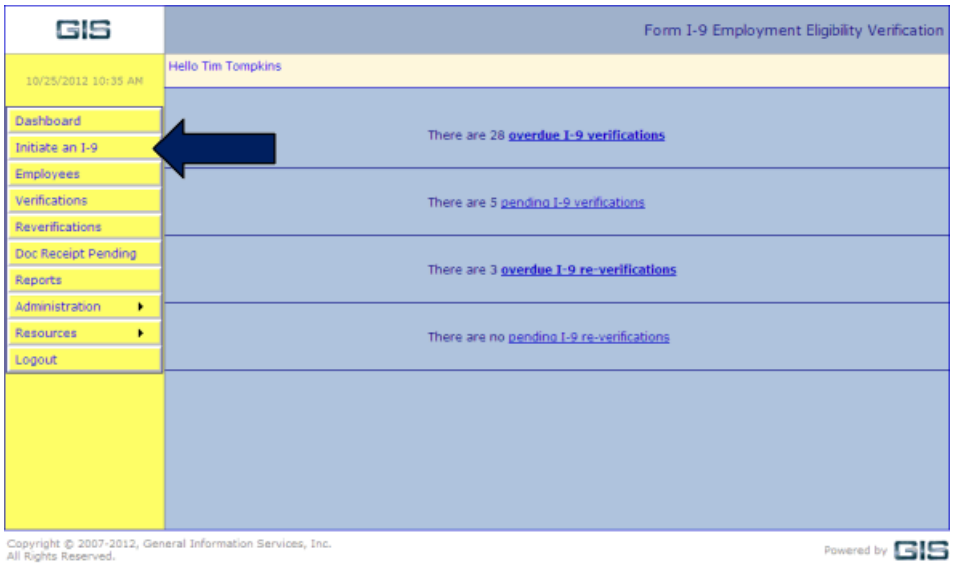
- **User Administration** – Click to create and maintain Compli-9 system users.
- **Company Profile** – Click to update and maintain company business information and rules.
- **Company Hierarchy** – Click to create and maintain company locations or corporate levels, for viewing security and reporting purposes. The Company Hierarchy submenu item may not display if your business or organization does not utilize the Compli-9 Company Hierarchy functionality.

10 **Resources** – Click to access important informative resources for the I-9 verification process. The Resources menu may differ based on your configuration, and can include the following submenu items: User's Manual, Training Video, Frequently Asked Questions, Official Form and Instructions, Official Employer's Handbook, Surname Instructions, Completed Example, and Contact Us.

11 **Logout** – Click to log out of the Compli-9 system. Once you log out of the system, you must re-type your user name and password in order to log back into the system.

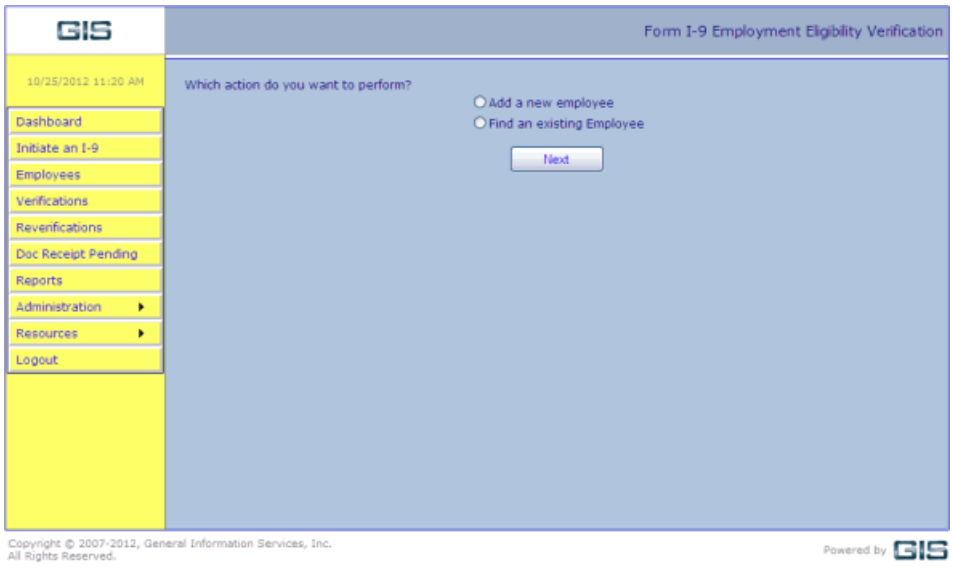
2 Initiate an I-9

Step 1: From the COMPLI-9 Dashboard page, click the Initiate an I-9 hyperlink from the Navigation Menu section to start the I-9 verification process.

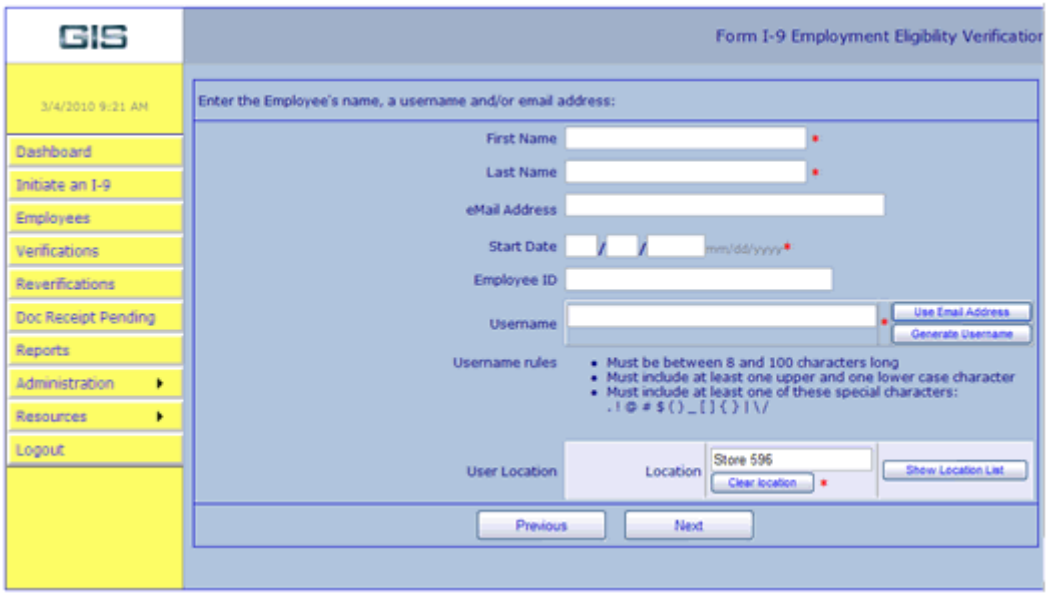


Step 2: The Initiate an I-9 page displays. The initial Initiate an I-9 page includes two radio button fields you can use to specify how you want the I-9 verification process to start:

- Add a new employee – Select to indicate that you want to create a new employee record and then initiate the I-9 verification process for the new employee. In this case, continue to Steps 3-11 of this chapter.
- Find an existing employee – Select to indicate that you want to initiate the I-9 verification process for an existing employee within the Compli-9 system. In this case, proceed to Steps 14-18 of this chapter.



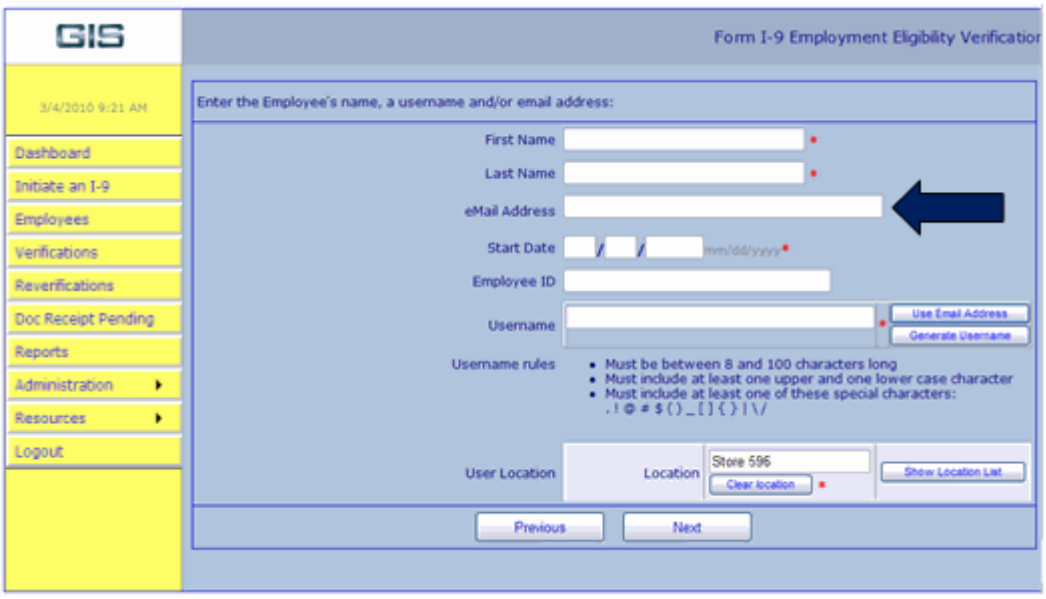
Step 3: Select the Add a new employee radio button from the initial Initiate an I-9 page and then click **Next**. The Initiate an I-9 page refreshes to display fields you can use to enter demographic information for the new employee.



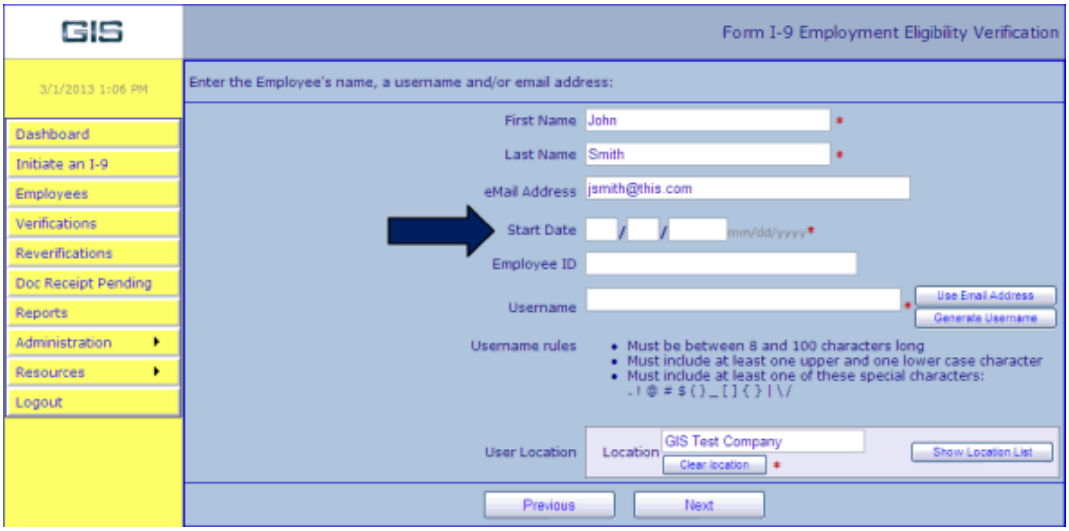
Step 4: Type the employee's first and last name in the First Name and Last Name fields, respectively.

Step 5: Do one the following based on the e-mail address of the employee:

- If you want the employee to complete Section 1 of the Form I-9 *at home*, type the *personal* e-mail address for the employee in the eMail Address field.
- If you want the employee to complete Section 1 of the Form I-9 at work, type the *work* e-mail address for the employee in the eMail Address field.

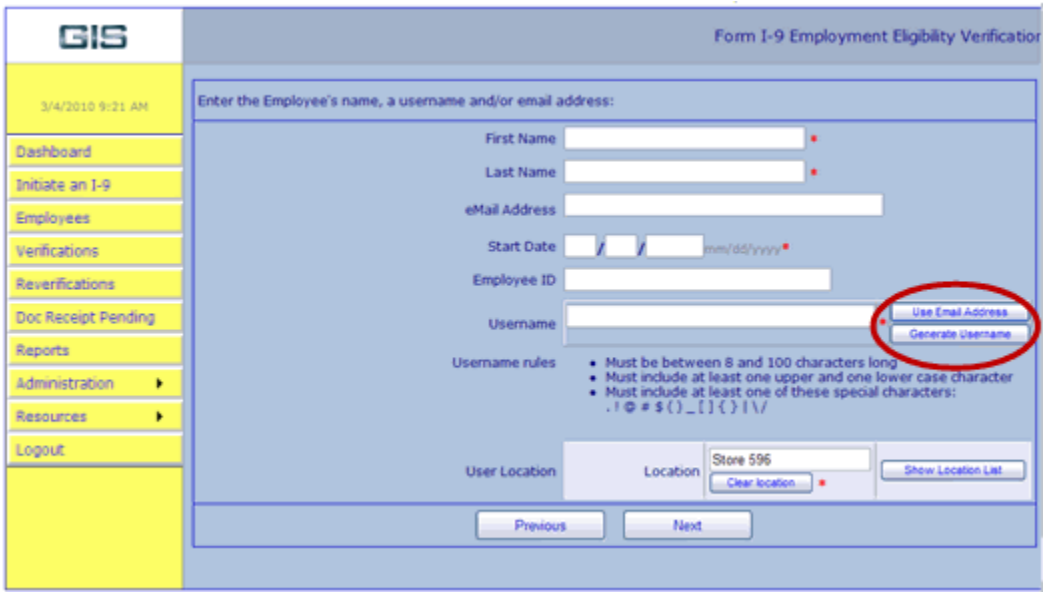


Step 6: Type the date, in MM/DD/YYYY format, by which the employee is set to begin employment with your business or organization in the Start Date field.

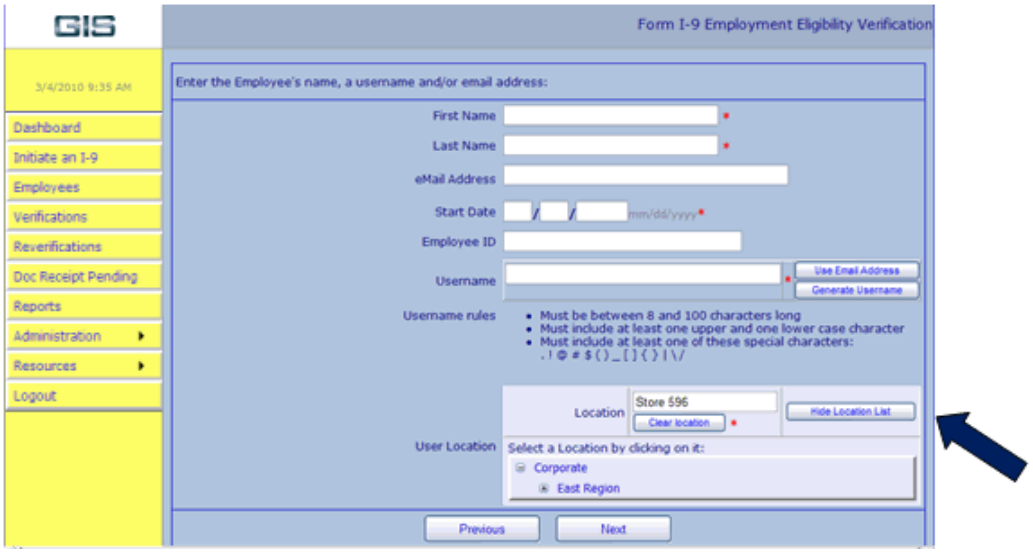


Step 7: Do one of the following to create a user name for the employee to utilize when completing Section 1 of the Form I-9:

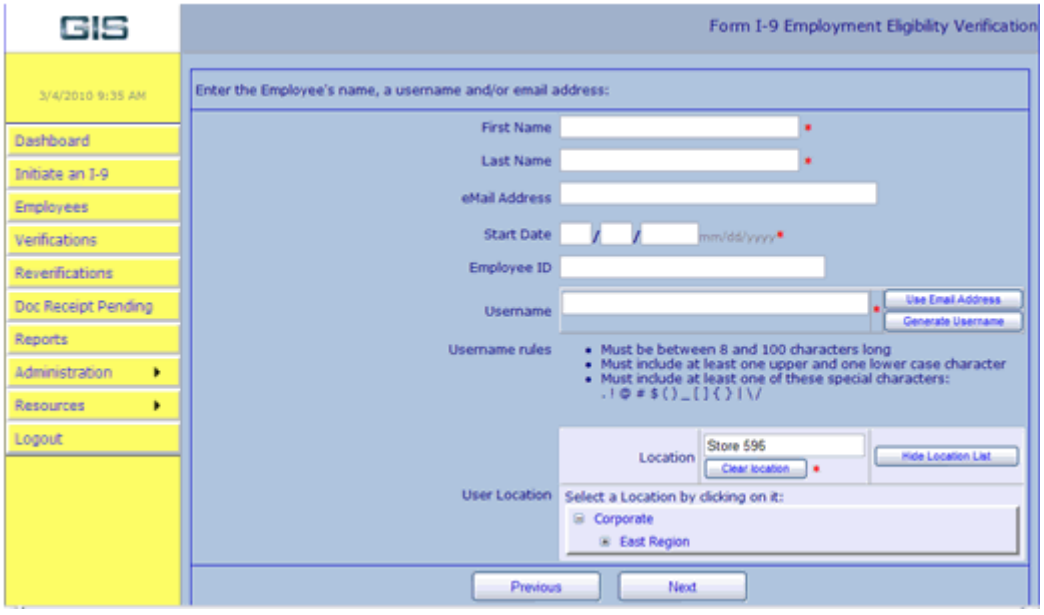
- Click **Use Email Address** to create a user name for the employee based on the e-mail address you provided for the employee. The Username field populates with the same value as the eMail Address field.
- Click **Generate Username** to automatically create a user name based on the employee and company name. The Username field populates with a value based on the first character of the First Name field, the Last Name field, the at sign (@) character, and then the name of the company, such as "AMims@NickInc.gen".



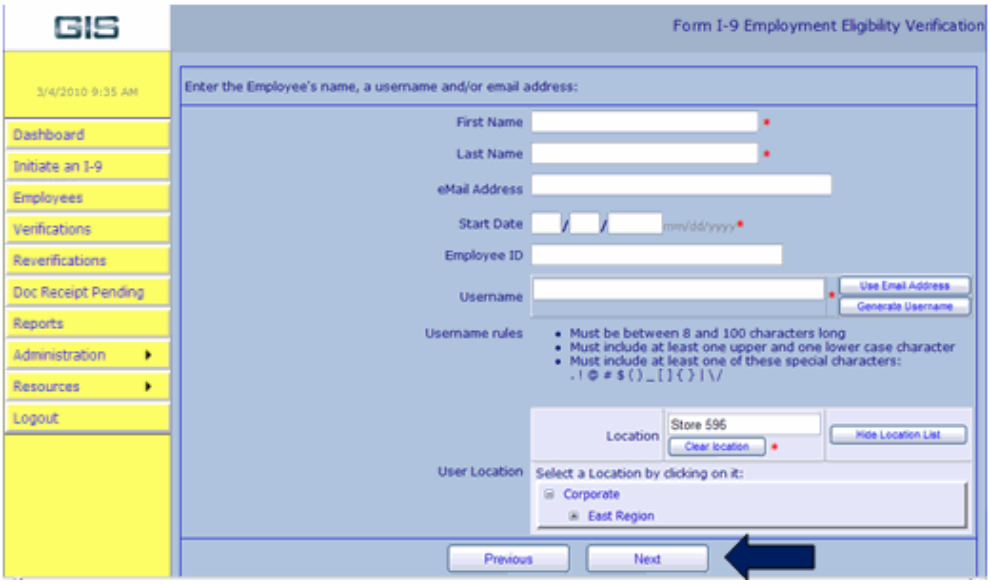
Step 8: The User Location section displays if your company utilizes the Compli-9 Company Hierarchy functionality. You can also click **Show Location List** to choose the location for the employee as necessary.



When you click **Show Location List**, the User Location section refreshes to display a list of all the locations you are authorized to view. Click the name of the location to select the location for the employee. The Location field refreshes to display the location name you selected.



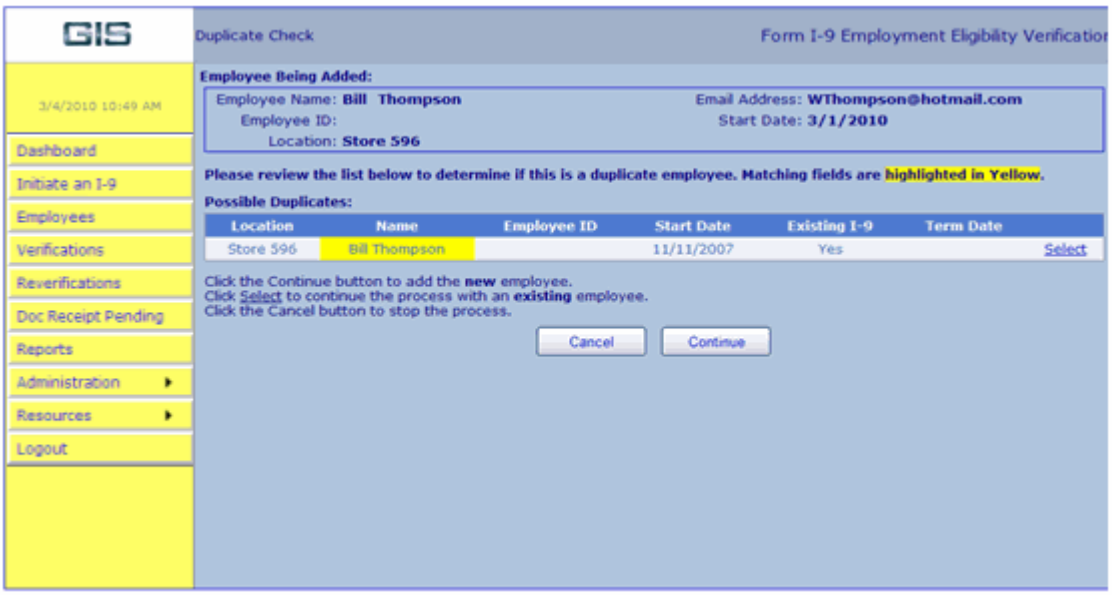
Step 9: Carefully review and confirm the employee information that displays on the Initiate an I-9 page. Click **Next** to save your changes or click **Previous** to cancel your changes and return to the initial Initiate an I-9 page.



Step 10: When you click **Next**, the Compli-9 Duplicate Entry function may execute. The Compli-9 Duplicate Entry function is designed to compare the full name of the employee you created, along with the Start Date and Location you provided to determine if you are attempting to add a duplicate record in an attempt to avoid duplicating employee records.

If an employee record *does not* already exist for the employee in the Compli-9 system, The Initiate an I-9 page refreshes to display the Employee Information section, which indicates that the employee data has been saved. The Employee Information section provides basic information for the new employee record along with buttons you can use to print credentials for the employee or e-mail credentials and instructions to the employee as the final step in initiating the I-9 verification request.

If an employee record *does* appear to already exist for the employee in the Compli-9 system, the Duplicate Check page displays. The Duplicate Check page consists of two sections: Employee Being Added and Possible Duplicates. The Employee Being Added section displays information for the new employee record you are attempting to create. The Possible Duplicates section displays information for employee records that may possibly match the new employee record you are attempting to create.



If the employee record you are attempting to create is not a duplicate record, click **Continue** to continue adding the record for the new employee.

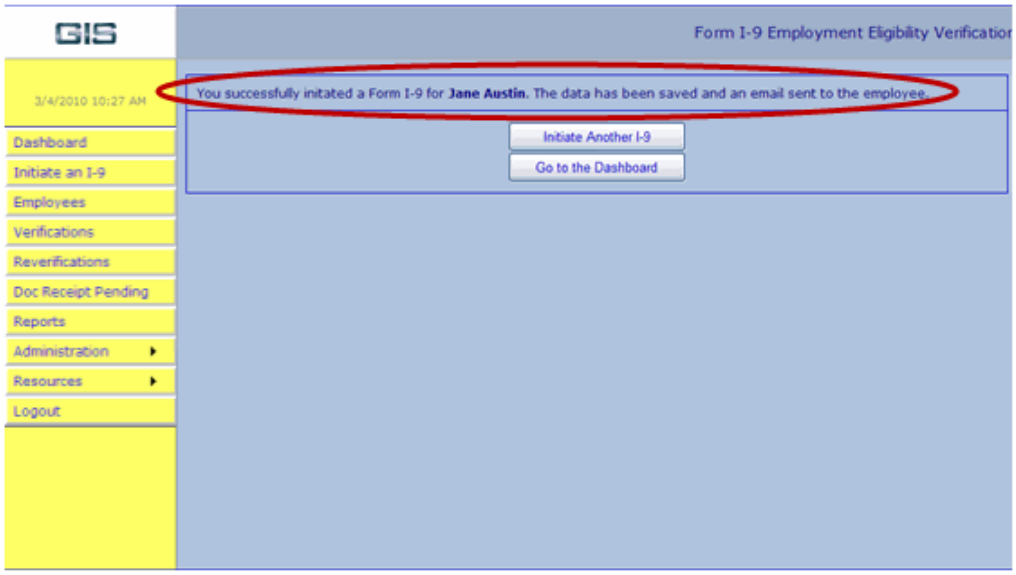
If the employee record you are attempting to add is a duplicate record, click the Select hyperlink from the Possible Duplicates section for the corresponding existing employee record.

If you are not whether the employee record you are attempting to add is a duplicate record, or if you need to cancel initiating the I-9 to confirm this transaction, click Cancel to return to the initial Initiate an I-9 page.

The Initiate an I-9 page refreshes to display the Employee Information section, which indicates that the employee data has been saved. The Employee Information section provides basic information for the new employee record along with buttons you can use to print credentials for the employee or e-mail credentials and instructions to the employee as the final step in initiating the I-9 verification request.

If you click **Email Credentials**, continue to Step 11. If you click **Print Credentials**, continue to Steps 12-13.

Step 11: Once you click Email Credentials from the final Employee Information section of the Initiate an I-9 page, the final Initiate I-9 Completed page displays, indicating that you have successfully initiated the I-9 verification request for the employee and that the Initiate an I-9 procedure for the new employee is complete. From the final Initiate I-9 Completed page, you can click **Initiate Another I-9** to initiate another I-9 verification request or click **Go to the Dashboard** to return to the COMPLI-9 Dashboard page.



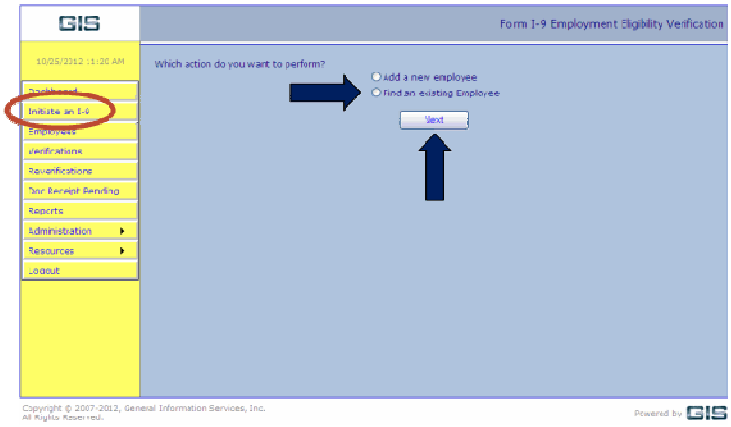
Step 12: If you did not click **Email Credentials** in Step 10 and the employee is going to complete Section 1 of the Form I-9 *in the HR department at a specified terminal*, click **Print Credentials**.

Step 13: When you click **Print Credentials**, the Print User Info page displays. The Print User Info page includes the Username, Passphrase, and URL that the employee needs to navigate to in order to complete Section 1 of the Form I-9.

Welcome to GIS Test Company!
Becky Boland, as a new employee of GIS Test Company you have the opportunity to complete your I-9 form online.
You are responsible for maintaining the confidentiality of this information.
PLEASE DO NOT SHARE THIS WITH ANYONE, even family members.
Your credentials are:
Username
BBoland@GISTestCompany.gen
Password
They dip modern ice cream
To login go to
Print
Return
Go to Dashboard
Copyright © 2007, General Information Services, Inc.
All Rights Reserved.
Powered by GIS

You can click **Print** from the Print User Info page to print a copy of the page and then give the copy to the employee as they complete Section 1 of the Form I-9 on-site. Once you distribute the copy to the employee, click **Go to Dashboard** to return to the COMPLI-9 Dashboard page. At this point, the Initiate an I-9 procedure for the new employee is complete.

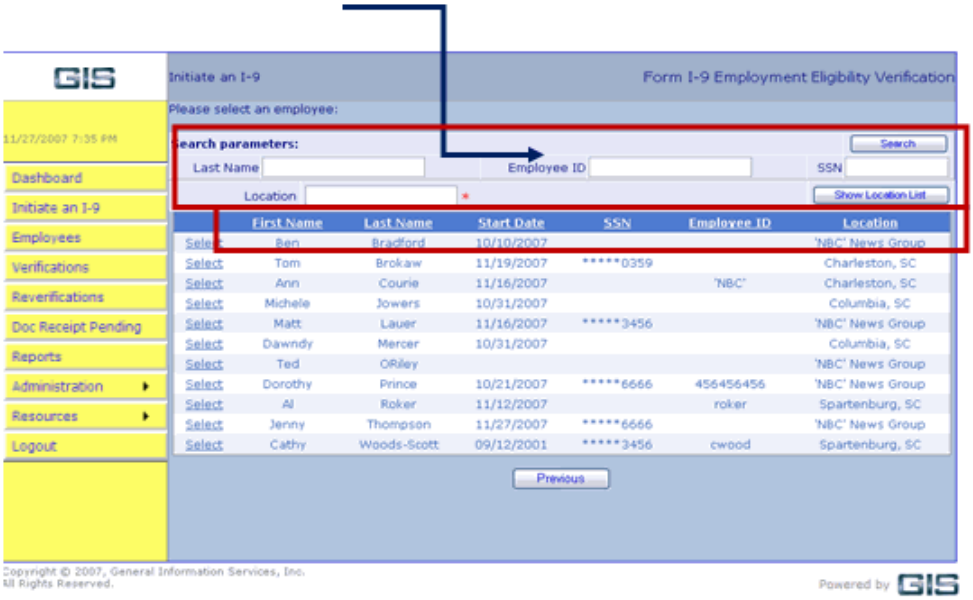
Step 14: From the initial Initiate an I-9 page, select the Find an Existing Employee radio button and then click **Next**. The ability to initiate an I-9 verification request for an existing employee is useful for companies that enter basic employee information prior to the hire date. Once this basic information exists, the employer representative can add or update the employee record as they receive more information from the employee.



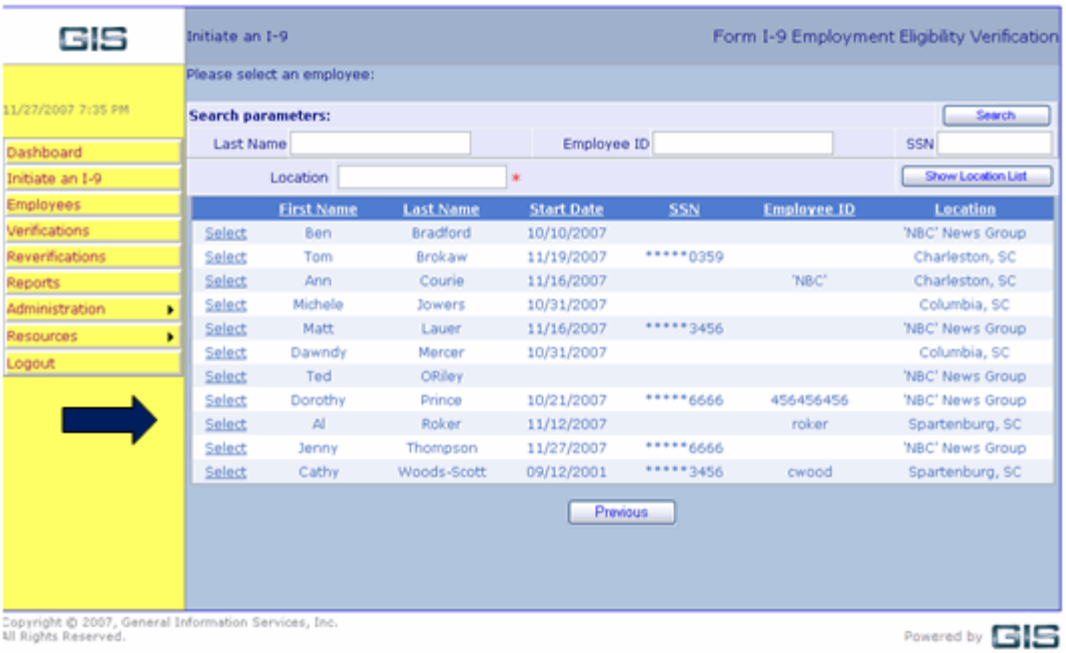
Step 15: The Initiate an I-9 page refreshes to display the Employee Search section, which lists all employees in the system.

GIS
Initiate an I-9
Form I-9 Employment Eligibility Verification
Please select an employee:
11/27/2007 7:35 PM
Search parameters:
Search
Last Name
Employee ID
SSN
Location
Show Location List
Dashboard
Initiate an I-9
Employees
Verifications
Reverifications
Doc Receipt Pending
Reports
Administration
Resources
Logout
First Name | Last Name | Start Date | SSN | Employee ID | Location
Select | Ben | Bradford | 10/10/2007 | | | 'NBC' News Group
Select | Tom | Brokaw | 11/19/2007 | *****0359 | | Charleston, SC
Select | Ann | Courie | 11/16/2007 | | 'NBC' | Charleston, SC
Select | Michele | Jowers | 10/31/2007 | | | Columbia, SC
Select | Matt | Lauer | 11/16/2007 | *****3456 | | 'NBC' News Group
Select | Dawndy | Mercer | 10/31/2007 | | | Columbia, SC
Select | Ted | ORiley | | | | 'NBC' News Group
Select | Dorothy | Prince | 10/21/2007 | *****6666 | 456456456 | 'NBC' News Group
Select | Al | Roker | 11/12/2007 | | roker | Spartenburg, SC
Select | Jenny | Thompson | 11/27/2007 | *****6666 | | 'NBC' News Group
Select | Cathy | Woods-Scott | 09/12/2001 | *****3456 | cwood | Spartenburg, SC
Previous
Copyright © 2007, General Information Services, Inc.
All Rights Reserved.
Powered by GIS

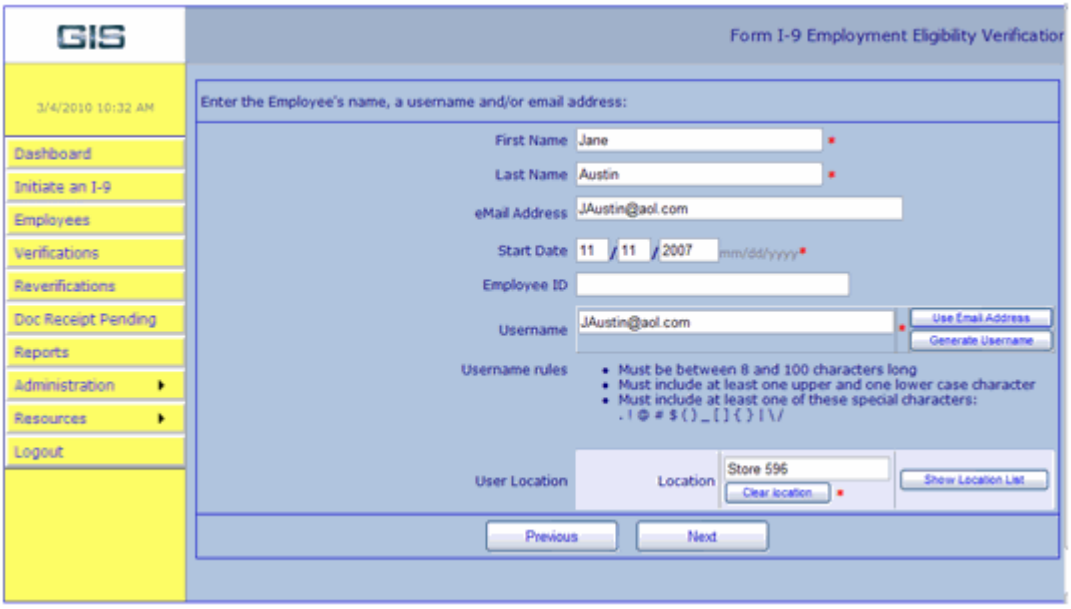
The Employee Search section consists of the Search parameters and Employees sections. The Search parameters section includes fields you can use to define a variety of search and filter criteria, such as name, employee ID, Social Security Number, or location criteria, in order to locate the employee for which you want to update or initiate an I-9 from the Employees section. Once you use the Search parameter fields to type or select the criteria by which you want to search or filter for employees, you can click **Search** to apply your criteria and refresh the employee records that display in the Employees section.



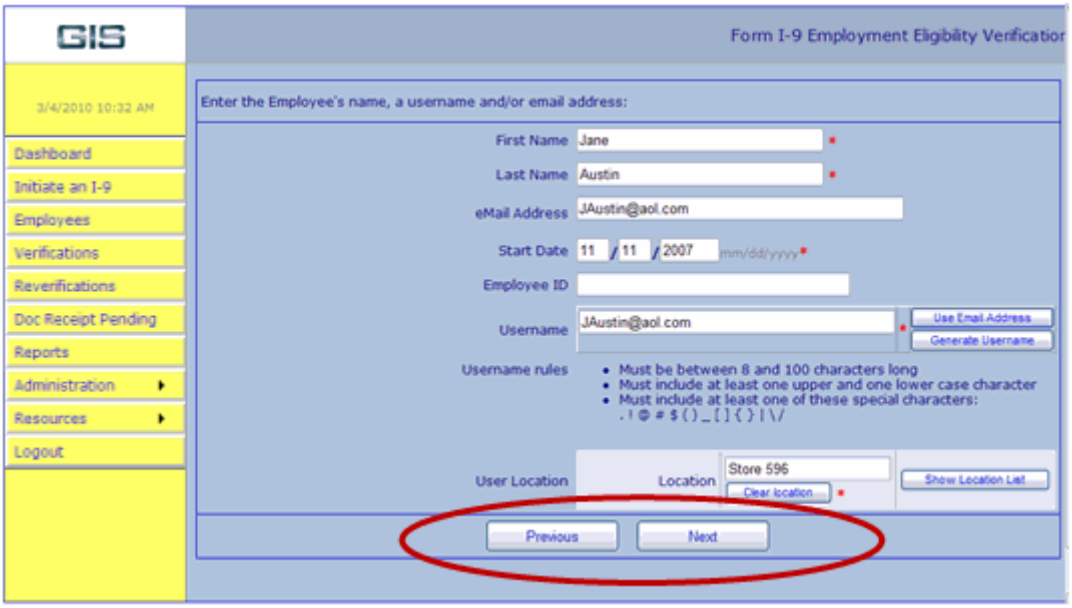
Step 16: Click the Select hyperlink of the corresponding employee record from the Employees section for which you want to update or initiate an I-9.



Step 17: The Initiate an I-9 page refreshes to display fields that include demographic information for the existing employee.

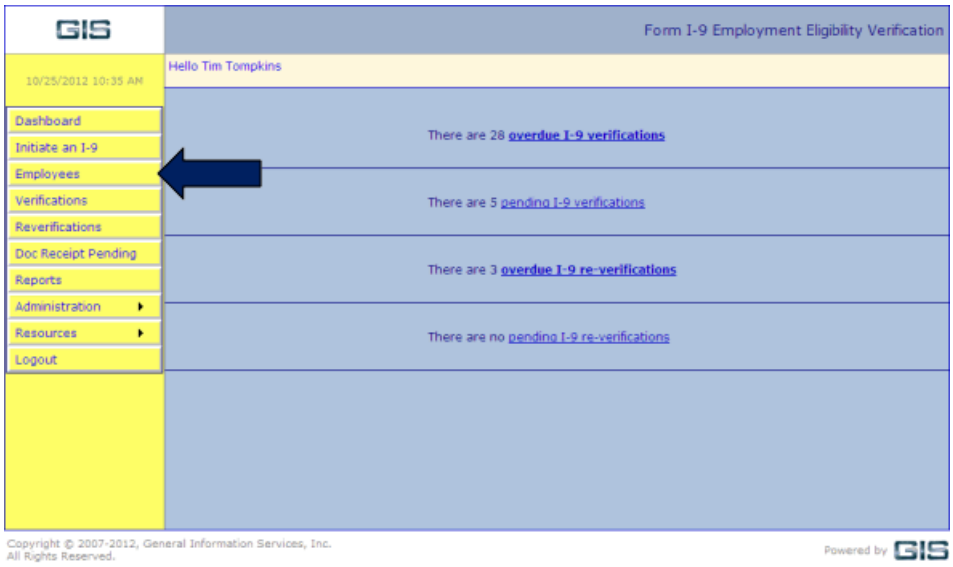


Step 18: Update the demographic information that displays on the Initiate an I-9 page and then click **Next** to initiate the I-9 process. The Initiate an I-9 page refreshes to display the Employee Information section. Refer to <u>Steps 10-13</u> to complete the Initiate an I-9 procedure.



3 Create, Maintain, & Delete Employee Records

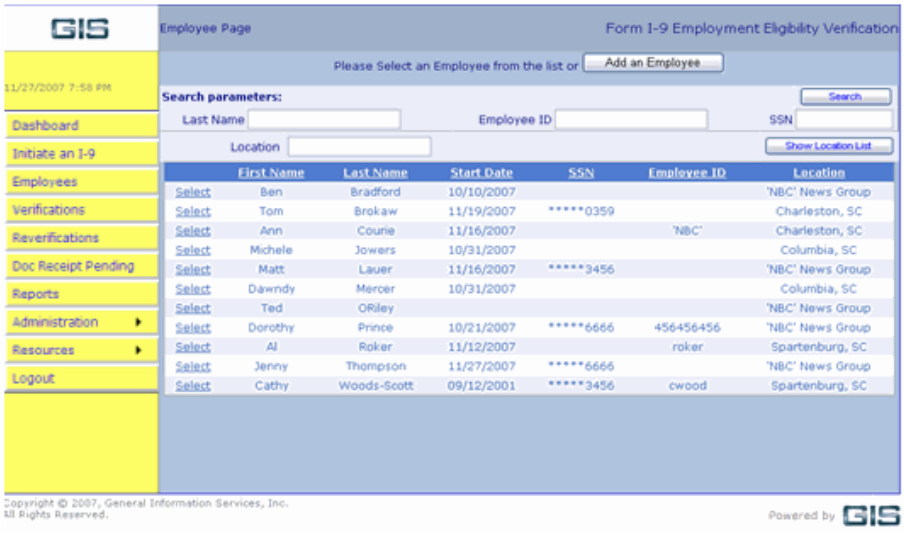
Step 1: From the COMPLI-9 Dashboard page, click the Employees hyperlink from the Navigation Menu section to create, maintain, and delete employee records in the Compli-9 system.



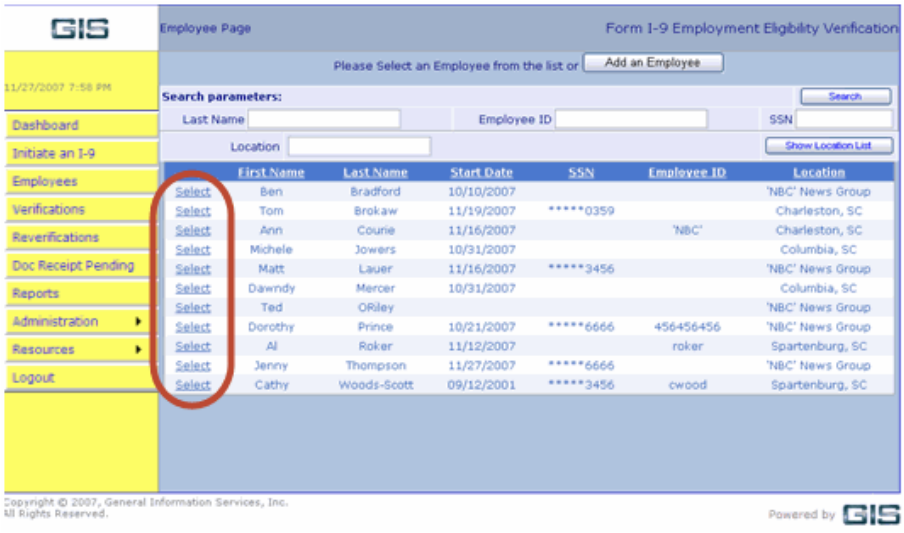
Step 2: The initial Employee Page displays. Do one of the following:

- If you want to update or delete an *existing* employee record for an employee, continue to Steps 3-11 of this chapter.
- If you want to initiate an I-9 verification request for an existing employee, proceed to Steps 14-18 of this chapter.

You should only add an employee from the Employee Page when if you want to scan a paper copy of the Form I-9 into the Compli-9 system. If you want to initiate an I-9 verification request for a new hire, refer to Step 1 of the previous Initiate an I-9 chapter.


GIS
Employee Page
Form I-9 Employment Eligibility Verification
11/27/2007 7:58 PM
Please Select an Employee from the list or
Add an Employee
Search parameters:
Search
Last Name
Employee ID
SSN
Location
Show Location List
Dashboard
Initiate an I-9
Employees
Verifications
Reverifications
Doc Receipt Pending
Reports
Administration
Resources
Logout
First Name | Last Name | Start Date | SSN | Employee ID | Location
Select | Ben | Bradford | 10/10/2007 | | | 'NBC' News Group
Select | Tom | Brokaw | 11/19/2007 | *****0359 | | Charleston, SC
Select | Ann | Courie | 11/16/2007 | | 'NBC' | Charleston, SC
Select | Michele | Jowers | 10/31/2007 | | | Columbia, SC
Select | Matt | Lauer | 11/16/2007 | *****3456 | | 'NBC' News Group
Select | Dawnidy | Mercer | 10/31/2007 | | | Columbia, SC
Select | Ted | ORiley | | | | 'NBC' News Group
Select | Dorothy | Prince | 10/21/2007 | *****6666 | 456456456 | 'NBC' News Group
Select | Al | Roker | 11/12/2007 | | roker | Spartenburg, SC
Select | Jenny | Thompson | 11/27/2007 | *****6666 | | 'NBC' News Group
Select | Cathy | Woods-Scott | 09/12/2001 | *****3456 | cwood | Spartenburg, SC
Copyright © 2007, General Information Services, Inc.
All Rights Reserved.
Powered by GIS

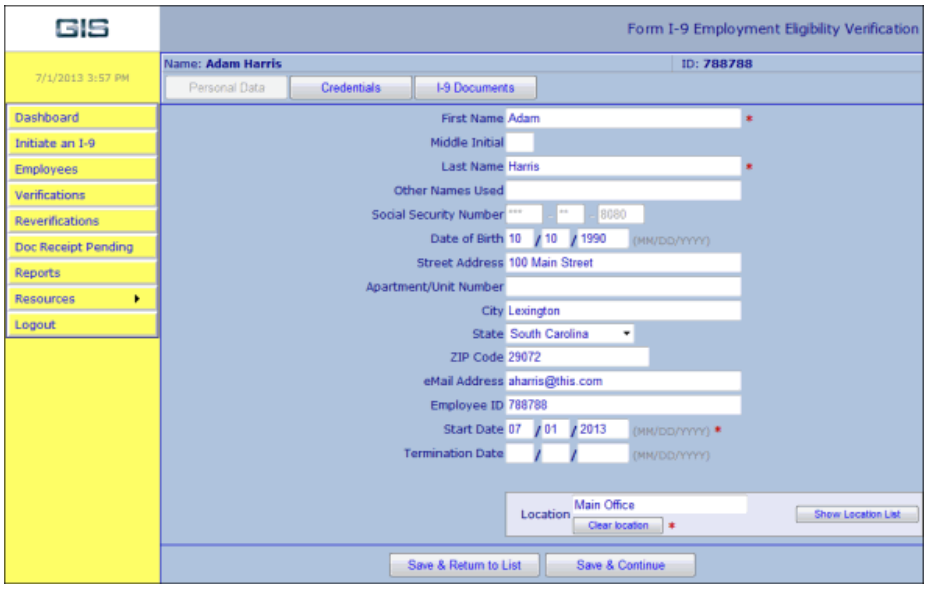
Step 3: From the Employee Search section of the Employee Page, perform a search or apply filter criteria to locate the employee record for which you want to update information or delete and then click the corresponding Select hyperlink from the Employees section.



The Employee Search section consists of the Search parameters and Employees sections. The Search parameters section includes fields you can use to define a variety of search and filter criteria, such as name, employee ID, Social Security Number, or location criteria, in order to locate the employee record of the employee you want to update or delete. Once you use the Search parameter fields to type or select the criteria by which you want to search or filter for employees, you can click **Search** to apply your criteria and refresh the employee records that display in the Employees section.

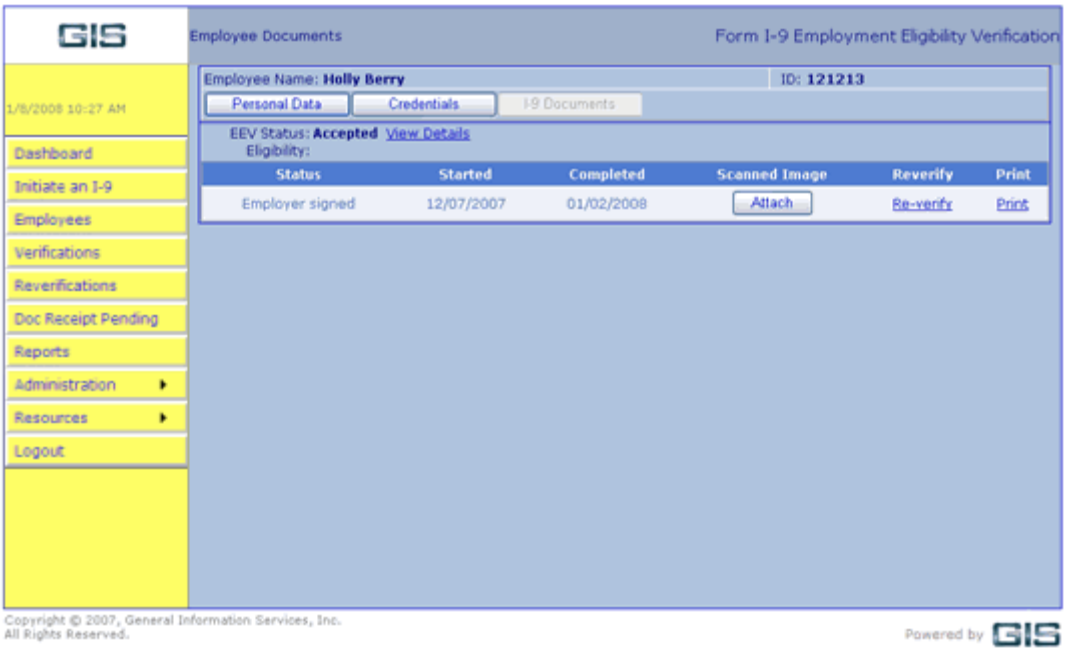
Step 4: The Employee Page refreshes to display one of the following pages, based on the selected Personal Data, Credentials, or I-9 Documents tab:

Employee Edit

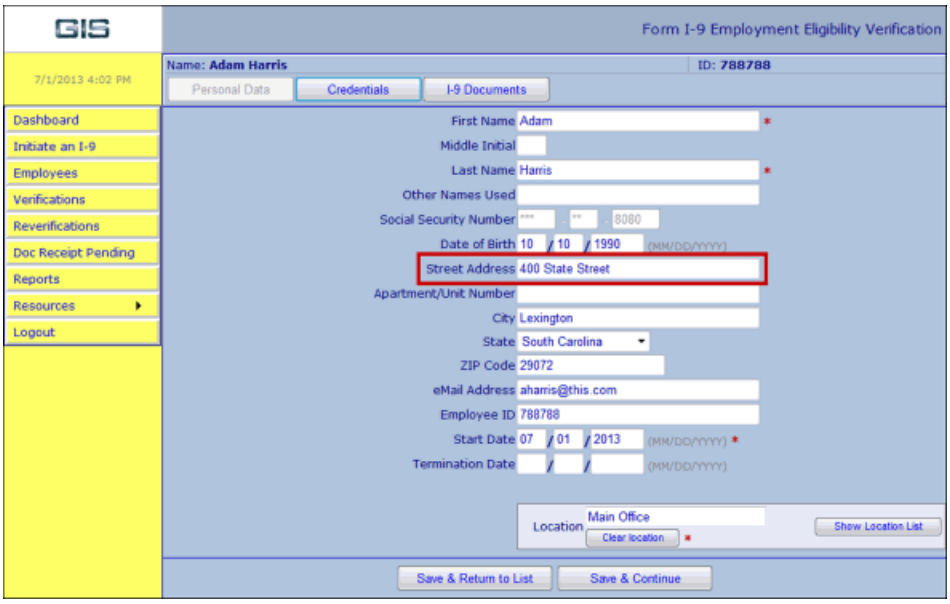


Employee Credentials

Employee Documents

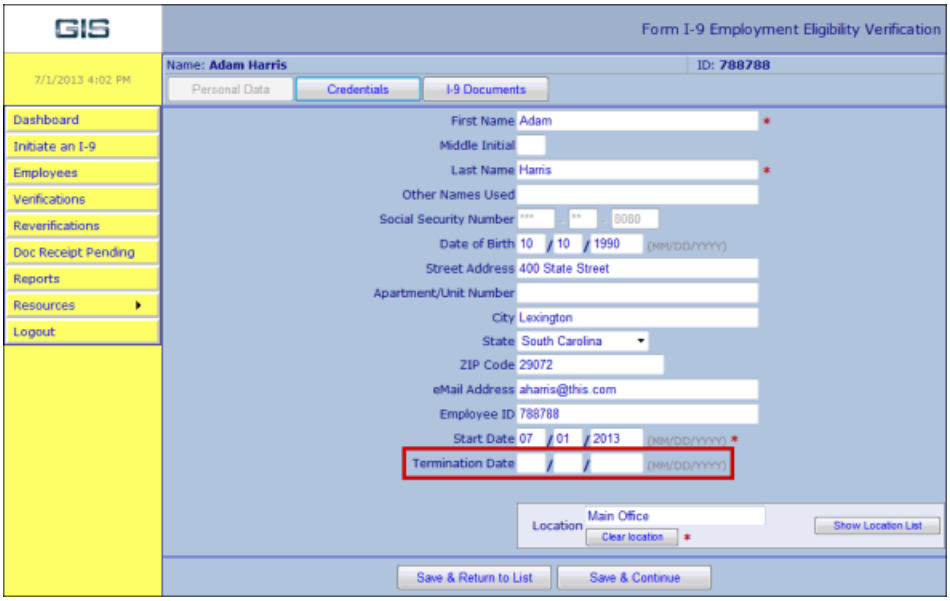


Step 5: Select the Personal Data tab to access the Employee Edit page and then update basic information for the employee as necessary. In this example, we have changed the employee's address:



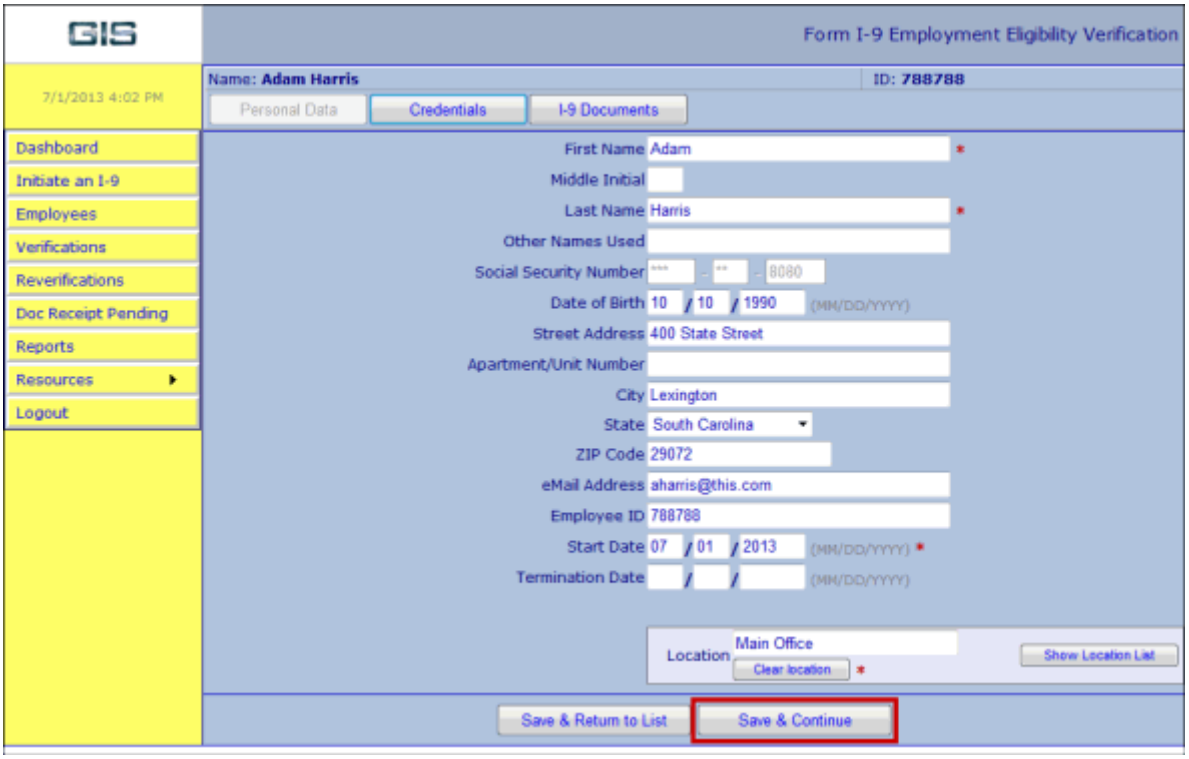
Step 6: The Termination Date field from the Employee Edit page is required in order for the Automated Retention Period Schedule for Deletion function to work properly in the Compli-9 system. If you need to insert a Termination Date value, you should type the termination date for the employee record in the Termination Date field.

You *must* remove the existing termination date from the Termination Date field if you intend to rehire the employee.



Step 7: Do one of the following as necessary:

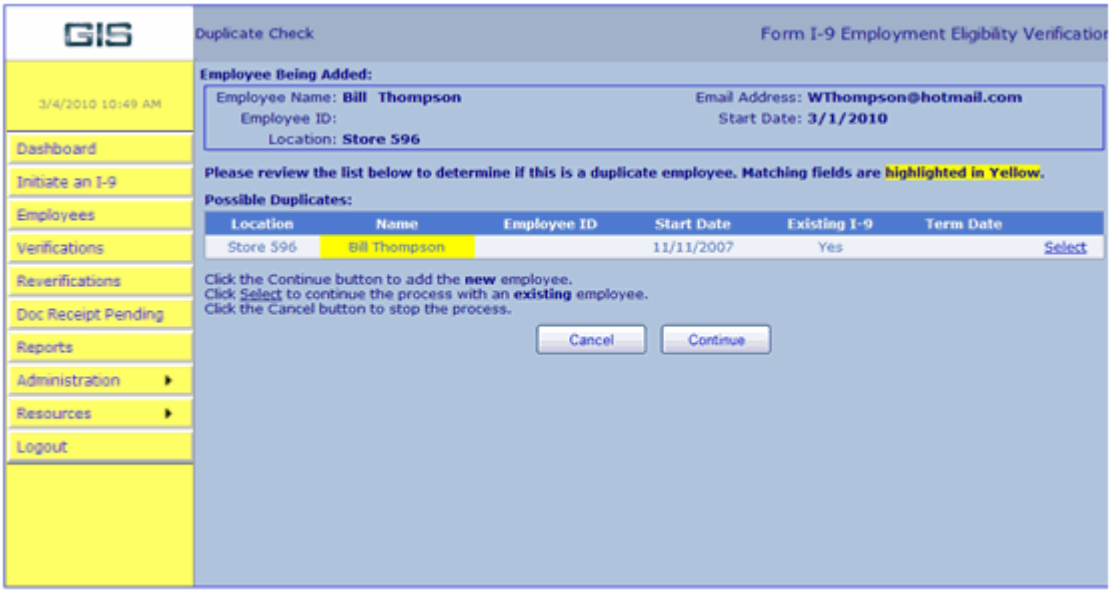
- Click **Save & Return to List** to save your changes and return to the initial Employee Page.
- Click **Save & Continue** to save your changes and proceed to the Employee Credentials page.



Step 8: When you click either **Save & Return to List** or **Save & Continue**, the Compli-9 Duplicate Entry function may execute. The Compli-9 Duplicate Entry function is designed to compare the full name of the employee you created, along with the Start Date and Location you provided to determine if you are attempting to add a duplicate record in an attempt to avoid duplicating employee records.

Step 9: If an employee record *does not* already exist for the employee in the Compli-9 system, The Employee Edit page refreshes to display the Employee Information section, which indicates that the employee data has been saved. The Employee Information section provides basic information for the new employee record along with buttons you can use to print credentials for the employee or e-mail credentials and instructions to the employee as necessary.

If an employee record *does* appear to already exist for the employee in the Compli-9 system, the Duplicate Check page displays. The Duplicate Check page consists of two sections: Employee Being Added and Possible Duplicates. The Employee Being Added section displays information for the employee record you are attempting to update. The Possible Duplicates section displays information for employee records that may possibly match the new employee record you are attempting to update.



If the employee record you are attempting to update is not a duplicate record, click **Continue** to continue adding the record for the new employee.

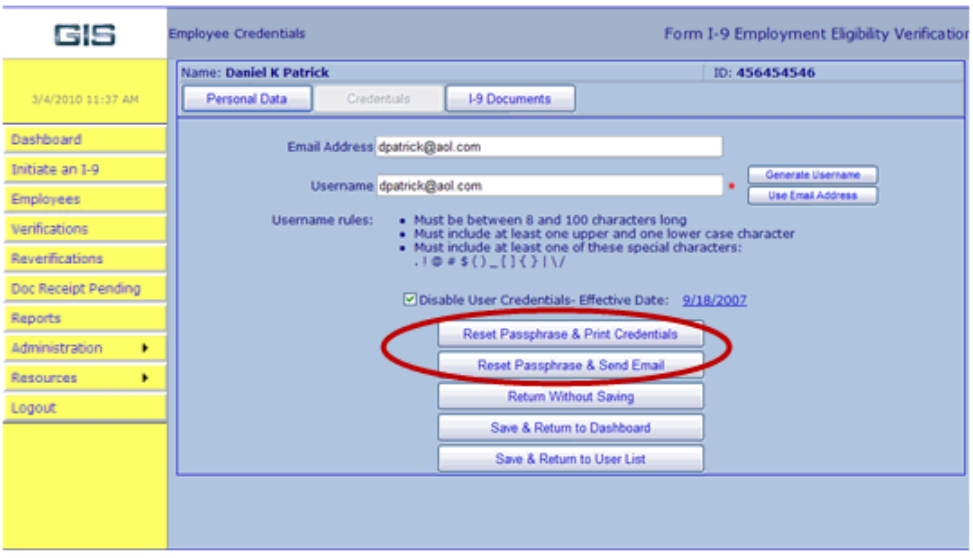
If the employee record you are attempting to add is a duplicate record, click the Select hyperlink from the Possible Duplicates section for the corresponding existing employee record.

If you are not whether the employee record you are attempting to add is a duplicate record, or if you need to cancel this transaction, click Cancel to return to the initial Employee Page.

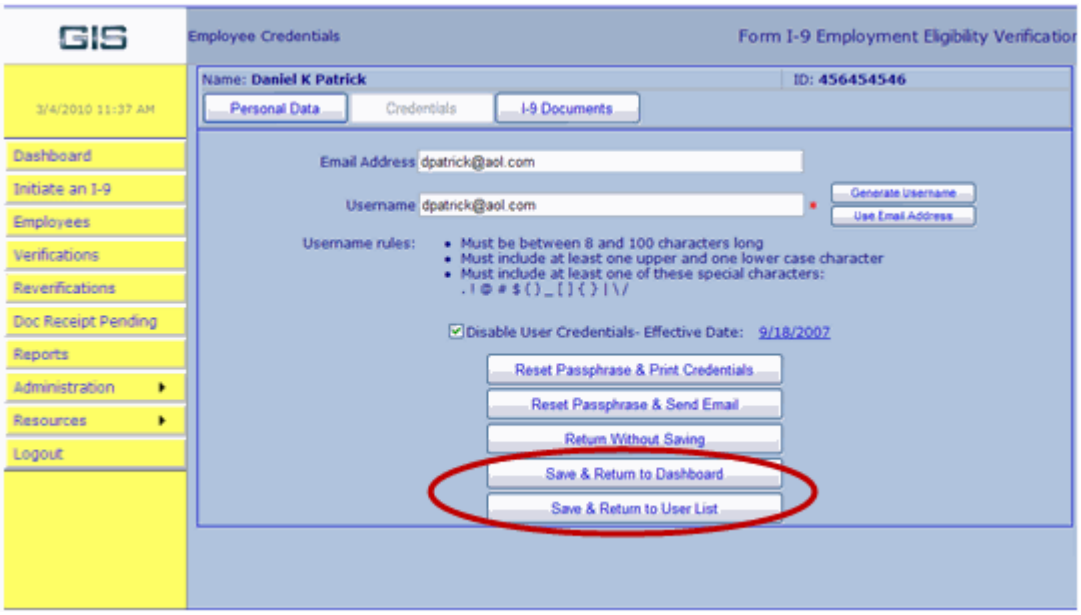
The Employee Edit page refreshes to display the Employee Information section, which indicates that the employee data has been saved. The Employee Information section provides basic information for the new employee record along with buttons you can use to print credentials for the employee or e-mail credentials and instructions to the employee as necessary.

Step 10: From the Employee Credentials page, if you want to reset the Compli-9 user account password for the employee, do one the following:

- Click **Reset Password & Print Credentials** and then print a copy of the updated credential information for the employee that displays on the Print User Info page.
- Click **Reset Password & Email Credentials** to send an e-mail notification of the updated credential information to the employee.

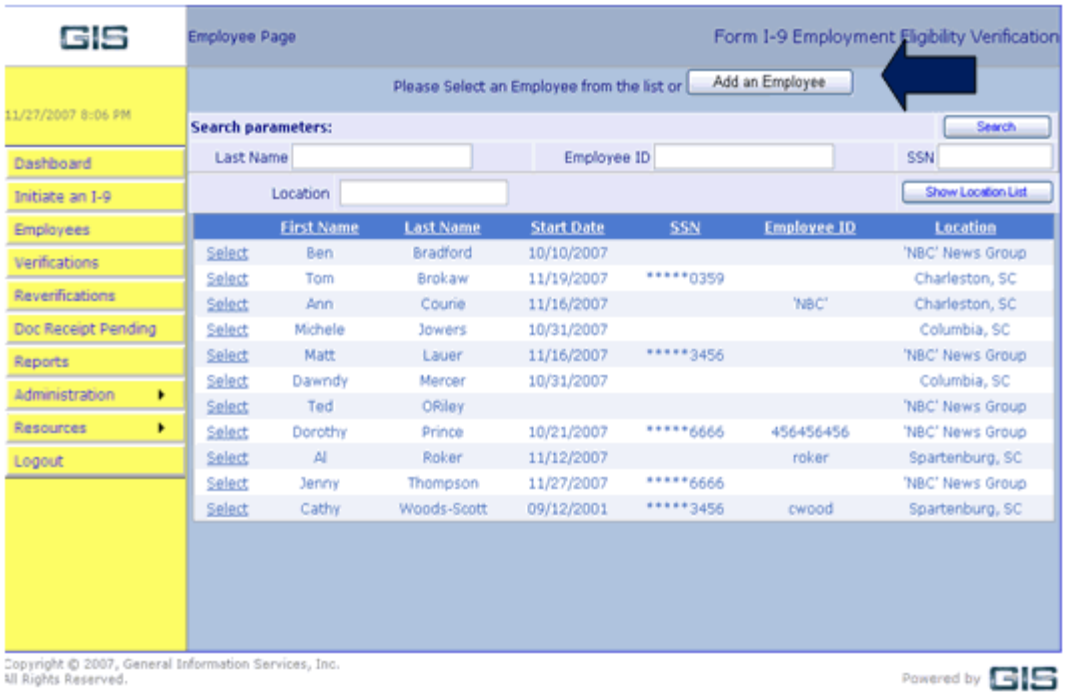


Step 11: Click **Save & Return to Dashboard** to return to the COMPLI-9 Dashboard page or click **Save & Return to User List** to return to the initial Employee Page.



Step 12: From the initial Employee Page, click **Add an Employee** to add a new employee record.

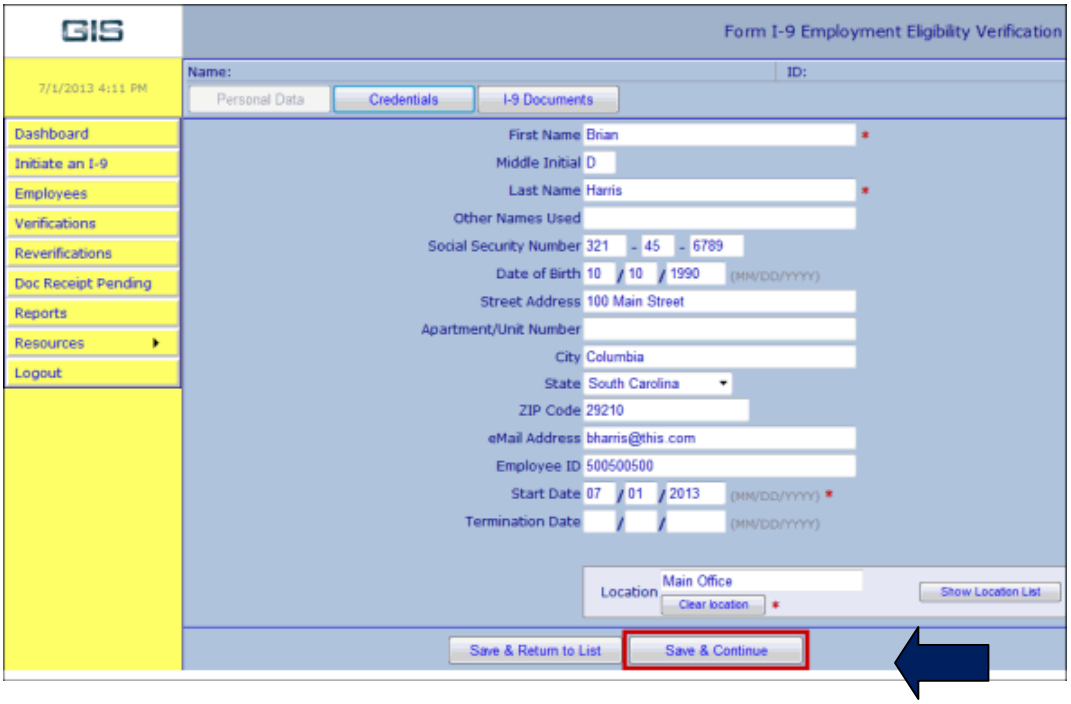
You should only add an employee from the Employee Page when if you want to scan a paper copy of the Form I-9 into the Compli-9 system. If you want to initiate an I-9 verification request for a new hire, refer to Step 1 of the previous Initiate an I-9 chapter.



Step 13: The Employee Edit page displays. Use the employee information fields on the Employee Edit page to provide details for the new employee record as necessary.

Step 14: Do one of the following as necessary:

- Click **Save & Return to List** to save your changes and return to the initial Employee Page.
- Click **Save & Continue** to save your changes and proceed to the Employee Credentials page.

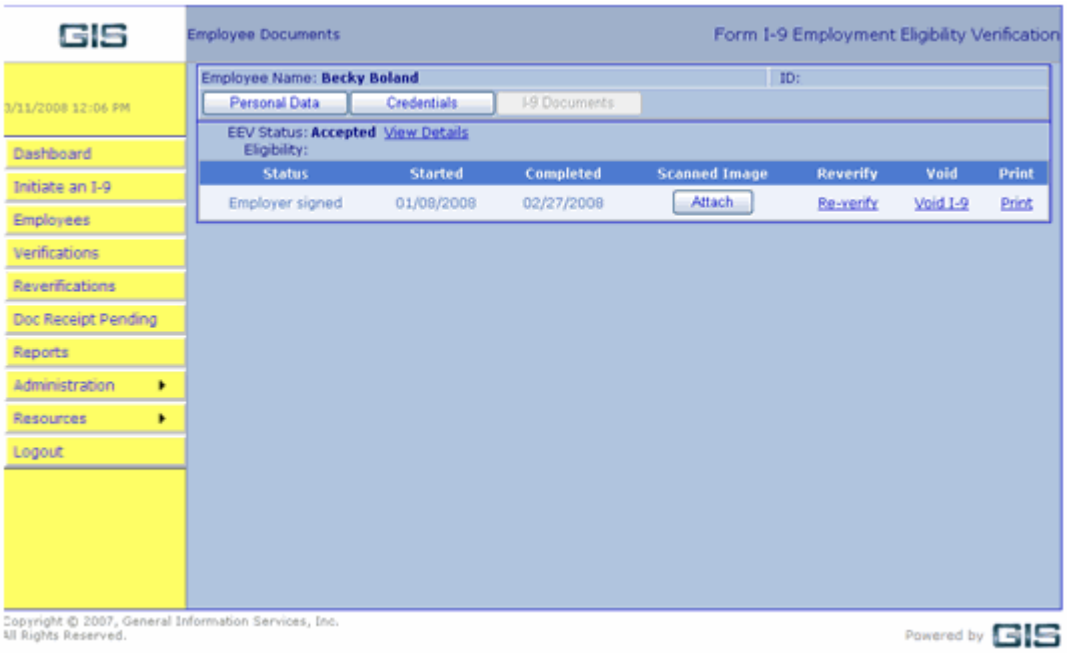


Step 15: Click the I-9 Documents tab to navigate to the Employee Documents page and then click the Print hyperlink to print the Form I-9 for the employee as necessary.

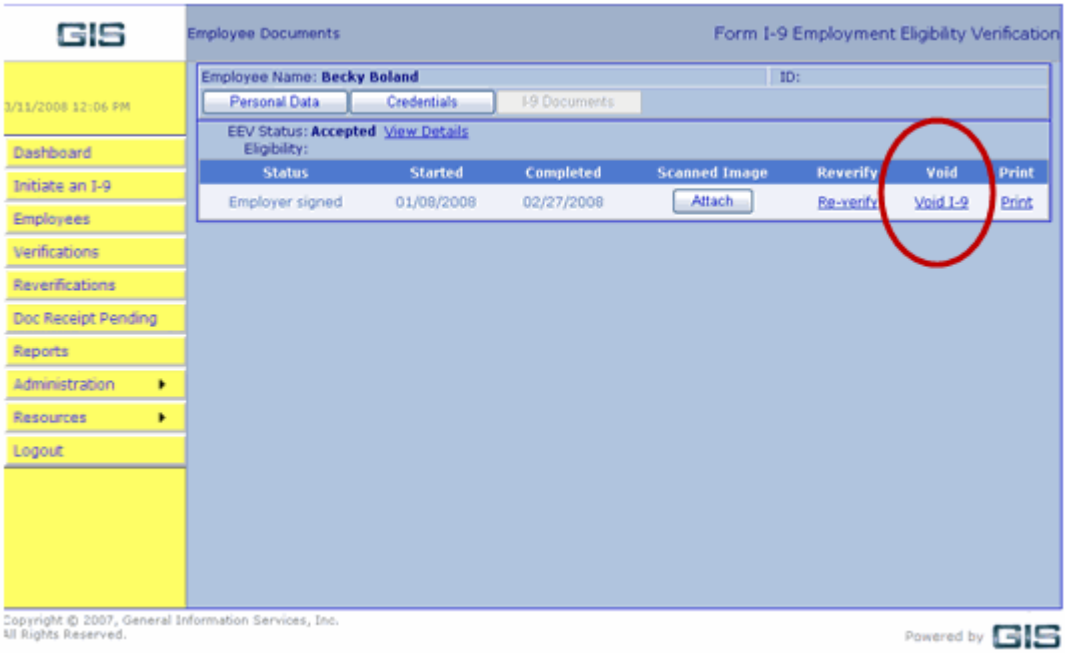
Each record on the Employee Documents page corresponds to each subsequent phase of the Form I-9 completion process. Additionally, each record can display with one of the following values in the Status column to identify the status of the corresponding Form I-9 document record:

- **New** – Indicates that Section 1 of the Form I-9 is not complete.
- **Employee signed** – Indicates that Section 1 of the Form I-9 is complete and is awaiting completion of Section 2.
- **Employer signed** – Indicates that Section 2 of the Form I-9 is complete.
- **Void** – Indicates that an employer representative has voided the Form I-9.
- **Scanned** – Indicates that the Form I-9 record was initially created by uploading, attaching, or importing documents, such as a scanned paper copy of the Form I-9.
- **Historical version** – Indicates that the Form I-9 record serves as a historical record only, and is not the most updated version of the Form I-9 for the employee. The Historical version status is only applicable if system administrators configure your Compli-9 environment to allow employees to avoid providing their SSN when completing Section 1. Under these circumstances, only the Print hyperlink displays as active for the Form I-9 record.

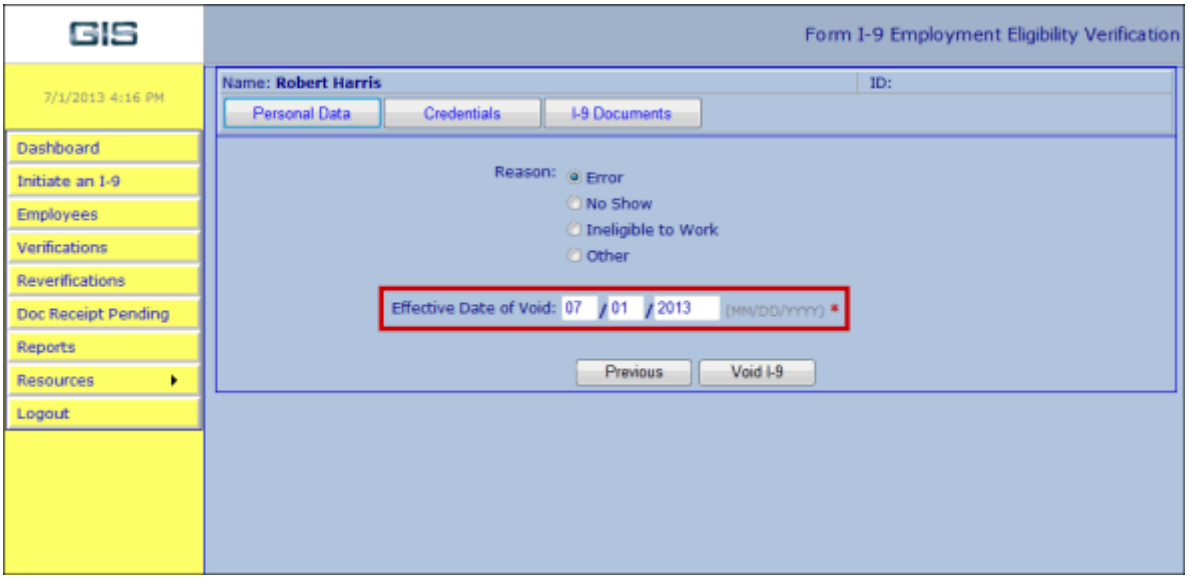
Step 16: If you want to void the Form I-9 and current I-9 verification information for the employee, from the Employee Documents page, locate the I-9 record you want to avoid for the employee.



Step 17: Click the Void I-9 hyperlink from the Void column of the Employee Documents page to void the corresponding Form I-9 and I-9 verification record for the employee.

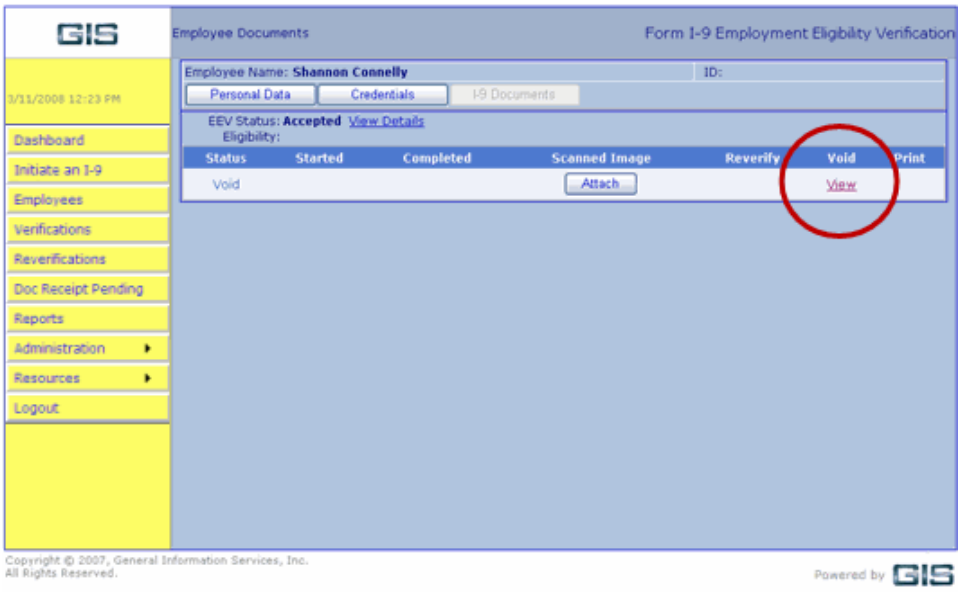


Step 18: The Void I-9 page displays. Select the corresponding radio button that best describes the reason for voiding the Form I-9 and I-9 verification record from the Reason field and then type the date by which you want to void the Form I-9 and I-9 verification record in the Effective Date of Void field. The Effective Date of Void field displays the current date by default.



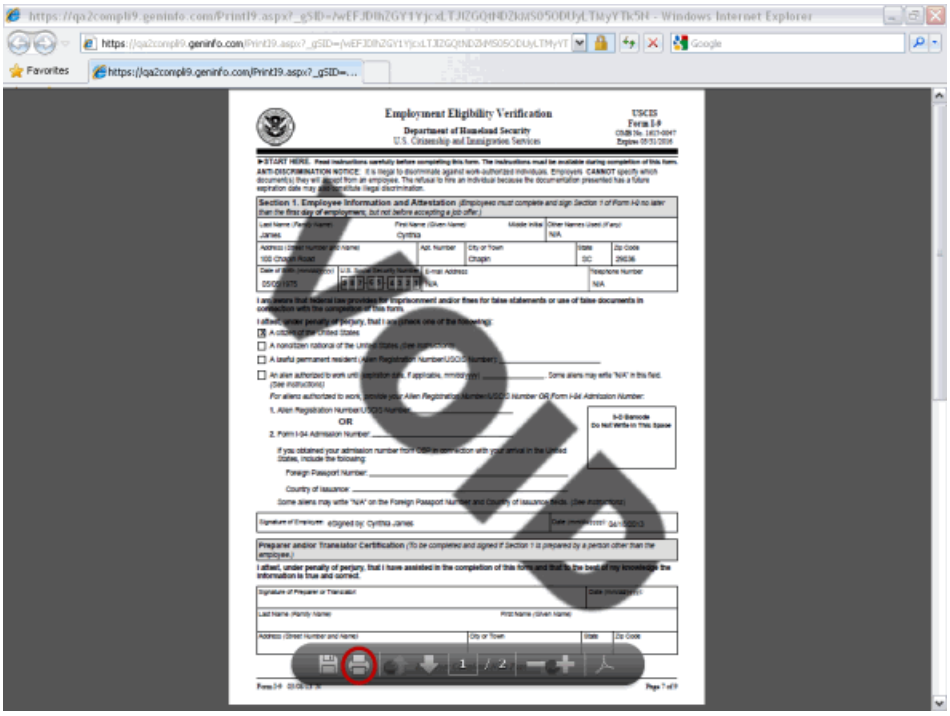
Step 19: Click **Void I-9**. A message displays to confirm whether you want to void the Form I-9 and I-9 verification record for the employee. Click **OK** to continue.

Step 20: The Employee Documents page refreshes, and the Status column of the page displays a value of Void for the Form I- and I-9 verification record you voided. You can click the View hyperlink from the Void column to view the voided Form I-9.

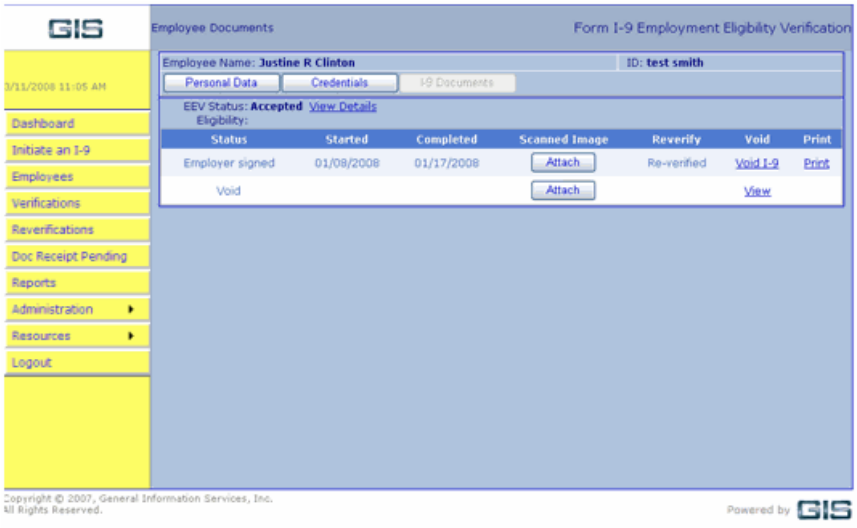


Step 21: The Voided I-9 page displays, which includes the reason for voiding the I-9 and the effective date of the void transaction. You can click **Print Voided I-9** to access a printable copy of the voided Form I-9 for the employee.

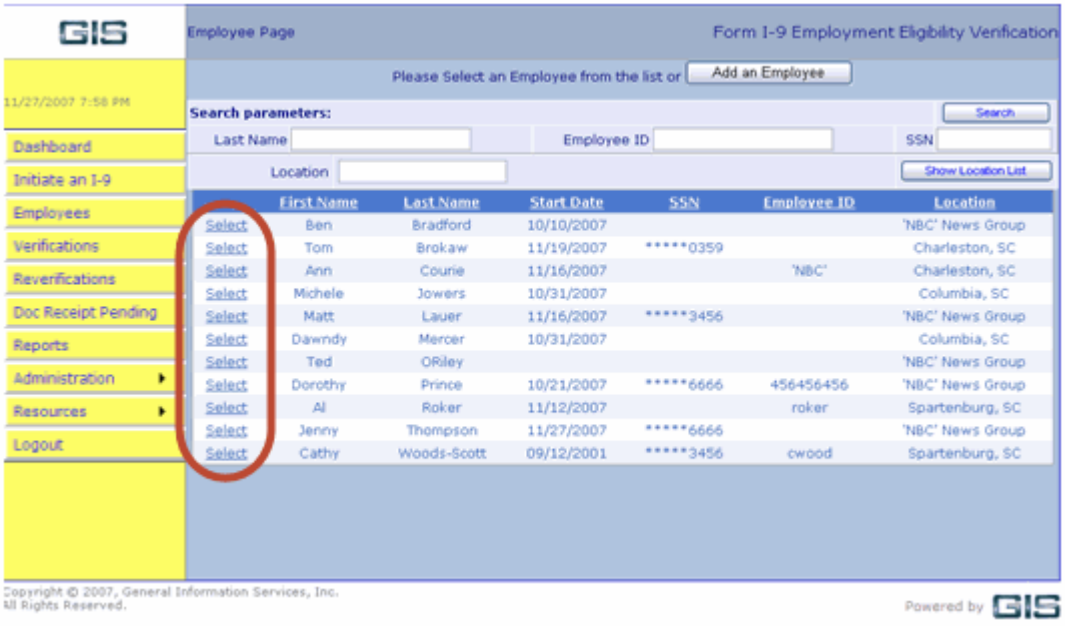
Step 22: The voided Form I-9 displays as a PDF file within a new window, and you can click the Print icon to print a copy of the voided Form I-9 as necessary.



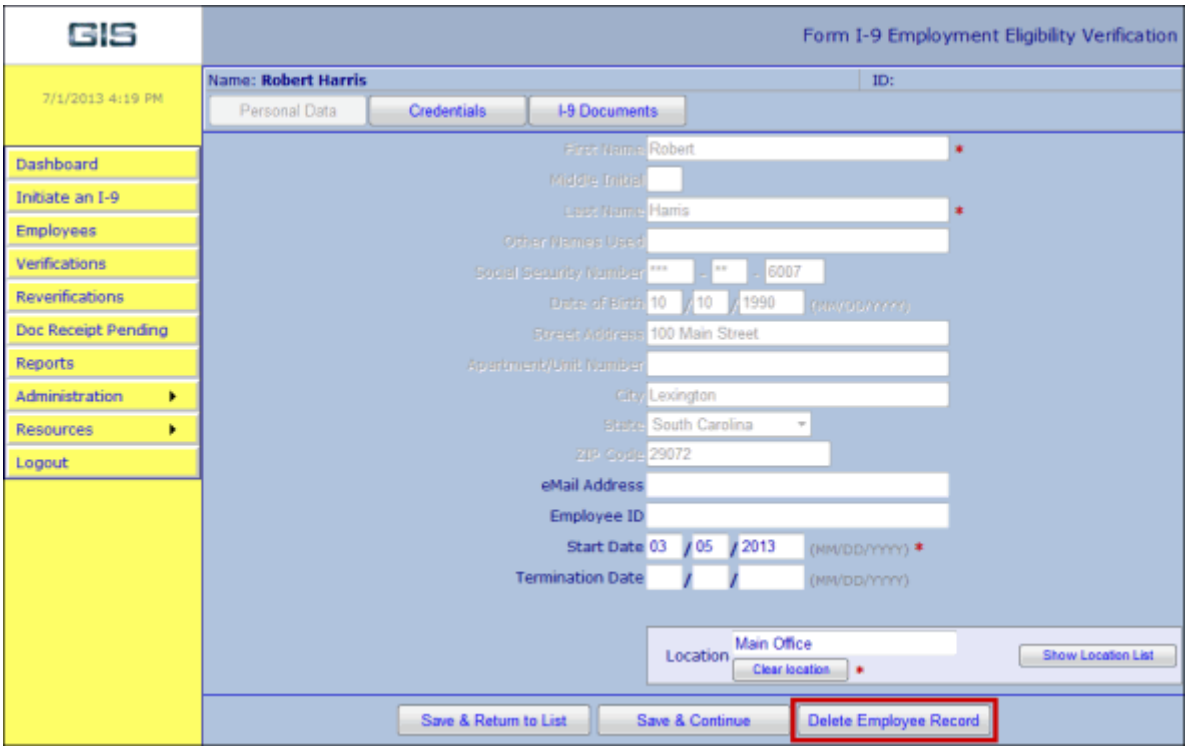
Step 23: Once you void the Form I-9 and I-9 verification record for the employee, you can initiate a new I-9 verification request for the employee as necessary. When you initiate a new I-9 verification request, an additional record will display on the Employee Documents page for the employee.



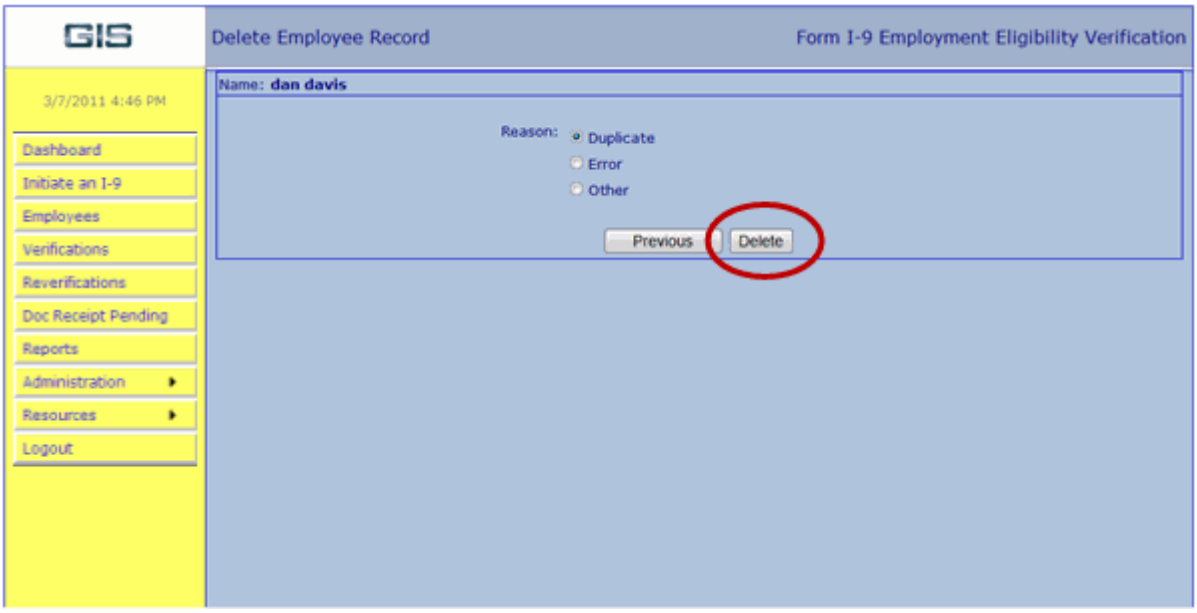
Step 24: In the event that duplicate employee records exist in the Compli-9 system for the same employee, and you do not require more than one employee record for that employee, you can also delete duplicate employee records as necessary. From the initial Employee Page, locate the employee for which you want to delete duplicate records and then click the Select hyperlink.



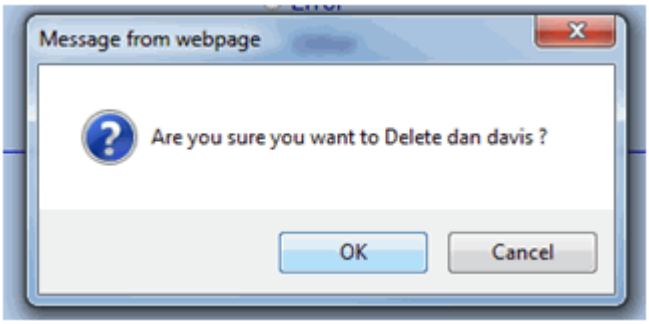
Step 25: Select the Personal Data tab to access the Employee Edit page. From the Employee Edit page, click **Delete Employee Record**.



Step 26: The Delete Employee Record page displays. Select the radio button that best describes the reason for deleting the employee record from the Reason field and then click **Delete**.

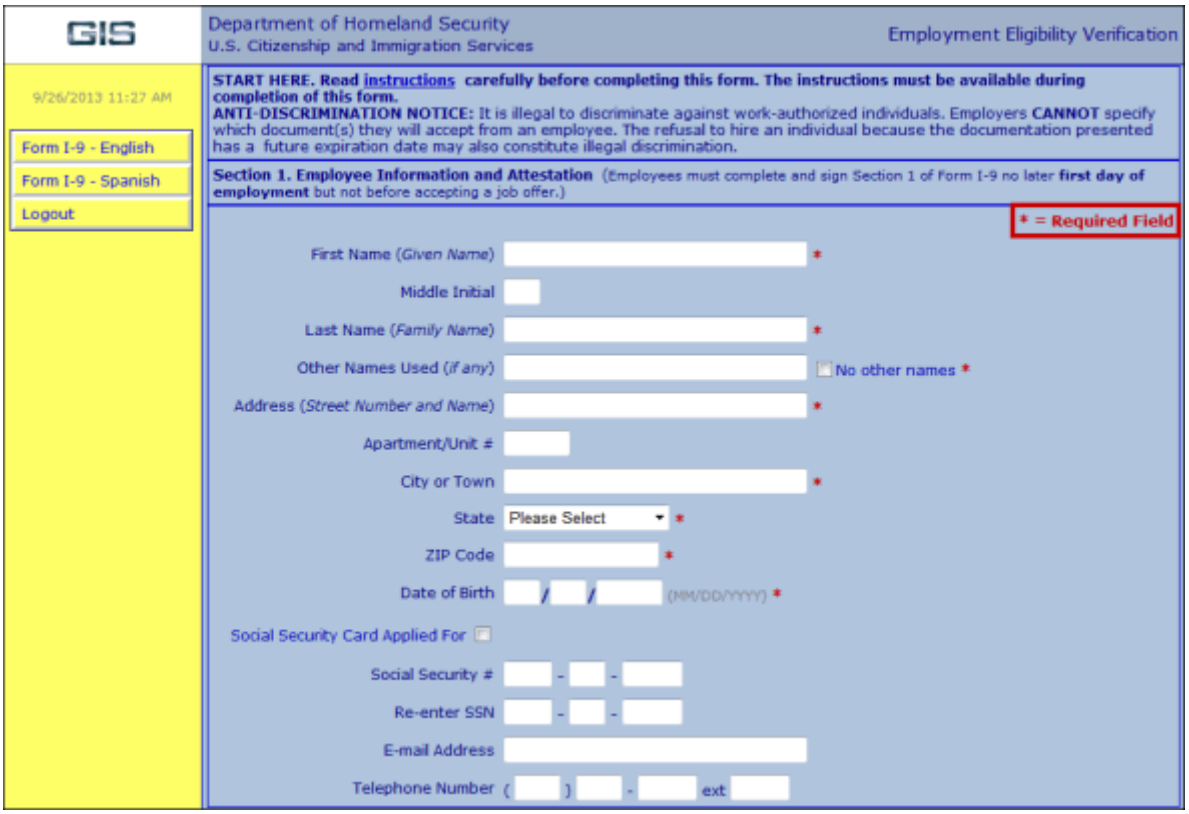


Step 27: A message displays to confirm whether you want to delete the employee record. Click **OK** to proceed with deleting the employee record or click **Cancel** to cancel the delete transaction.

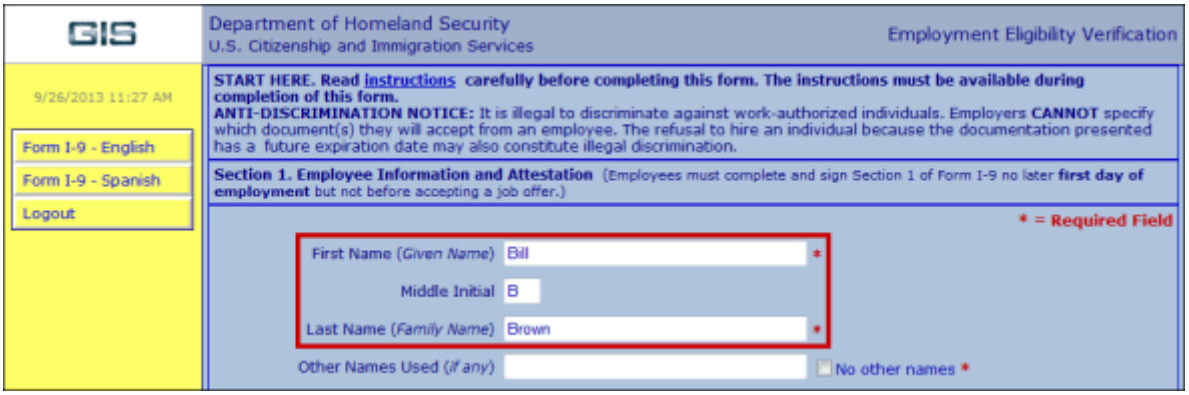


4 Completing Section 1 of the Form I-9

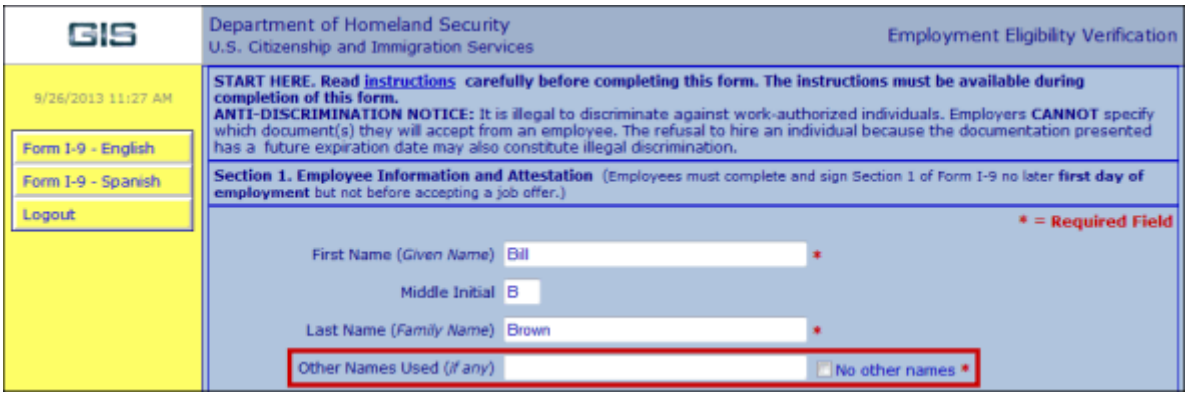
Employees will receive their credential information for the I-9 verification request by e-mail or printed document, depending on the method you choose when initiating the I-9 verification request. The credential information includes the User Name and Passphrase the employee can use to log in to the Compli-9 system and complete Section 1 of the Form I-9. Upon successfully logging in to the system, the Employee Information and Attestation page displays. Required fields on the Employee Information and Attestation page display with a red asterisk (*).


GIS
Department of Homeland Security
U.S. Citizenship and Immigration Services
Employment Eligibility Verification
9/26/2013 11:27 AM
Form I-9 - English
Form I-9 - Spanish
Logout
START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form.
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.
Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later first day of employment but not before accepting a job offer.)
* = Required Field
First Name (Given Name)
Middle Initial
Last Name (Family Name)
Other Names Used (if any)
No other names *
Address (Street Number and Name)
Apartment/Unit #
City or Town
State
Please Select
ZIP Code
Date of Birth
(MM/DD/YYYY) *
Social Security Card Applied For
Social Security #
Re-enter SSN
E-mail Address
Telephone Number
ext

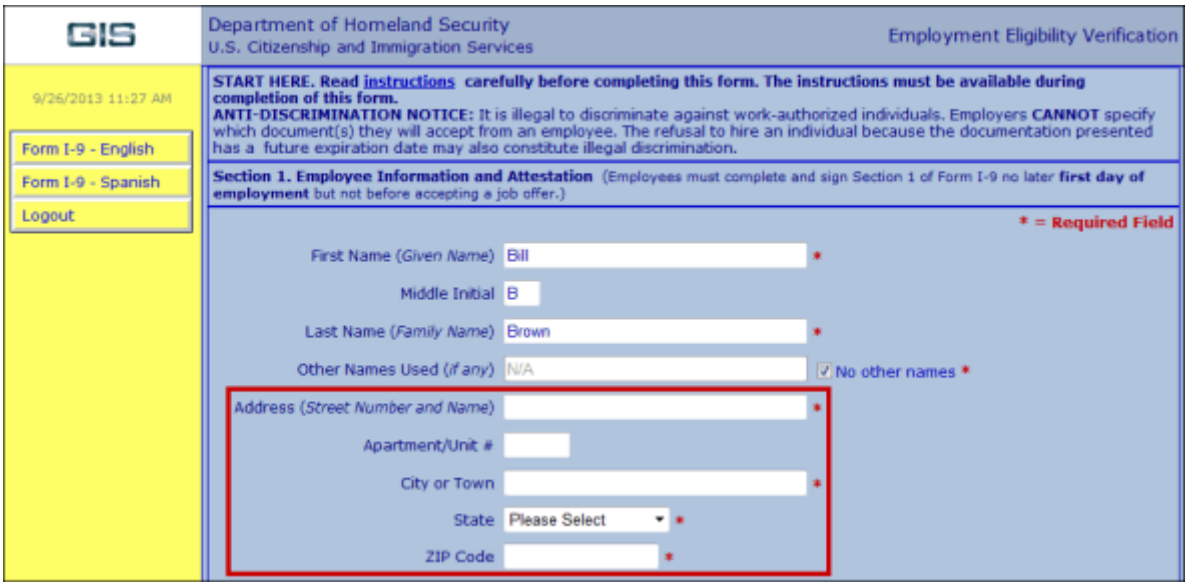
Step 1: From the Employee Information and Attestation page, the employee provides their name information in the First Name, Middle Initial, and Last Name fields.


GIS
Department of Homeland Security
U.S. Citizenship and Immigration Services
Employment Eligibility Verification
9/26/2013 11:27 AM
Form I-9 - English
Form I-9 - Spanish
Logout
START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form.
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.
Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later first day of employment but not before accepting a job offer.)
* = Required Field
First Name (Given Name) Bill
Middle Initial B
Last Name (Family Name) Brown
Other Names Used (if any)
No other names *

Step 2: The employee types any other names by which they have been known, such as their maiden name, in the Other Names Used field as necessary. If the employee does not have any other names by which they have been known, the employee selects the No other names checkbox.


GIS
Department of Homeland Security
U.S. Citizenship and Immigration Services
Employment Eligibility Verification
9/26/2013 11:27 AM
Form I-9 - English
Form I-9 - Spanish
Logout
START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form.
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.
Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later first day of employment but not before accepting a job offer.)
* = Required Field
First Name (Given Name) Bill *
Middle Initial B
Last Name (Family Name) Brown *
Other Names Used (if any)
No other names *

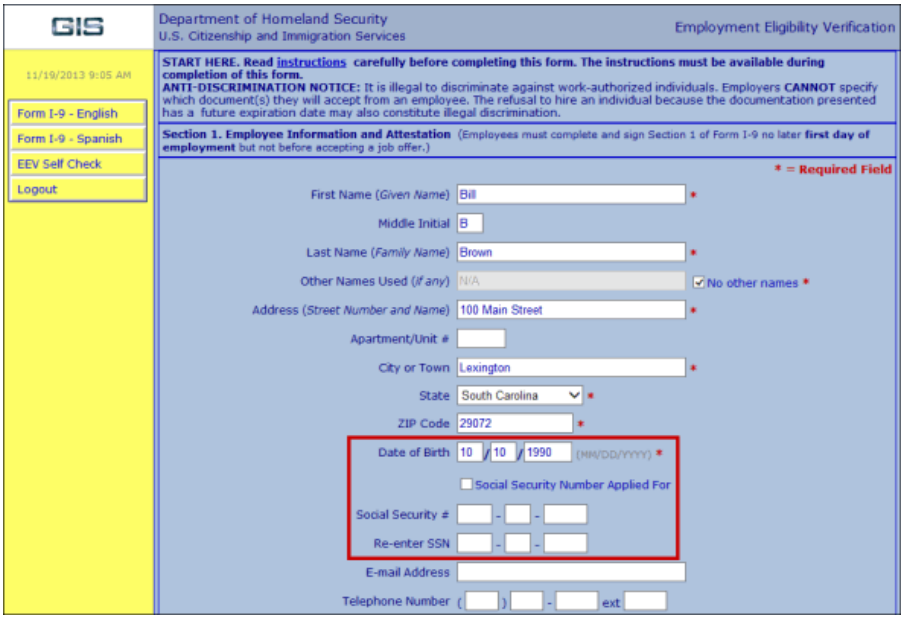
Step 3: The employee provides their address information in the Address, Apartment/Unit #, City or Town, State, and ZIP Code fields.


GIS
Department of Homeland Security
U.S. Citizenship and Immigration Services
Employment Eligibility Verification
9/26/2013 11:27 AM
Form I-9 - English
Form I-9 - Spanish
Logout
START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form.
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.
Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later first day of employment but not before accepting a job offer.)
* = Required Field
First Name (Given Name) Bill *
Middle Initial B
Last Name (Family Name) Brown *
Other Names Used (if any) N/A
No other names *
Address (Street Number and Name) *
Apartment/Unit #
City or Town *
State Please Select *
ZIP Code *

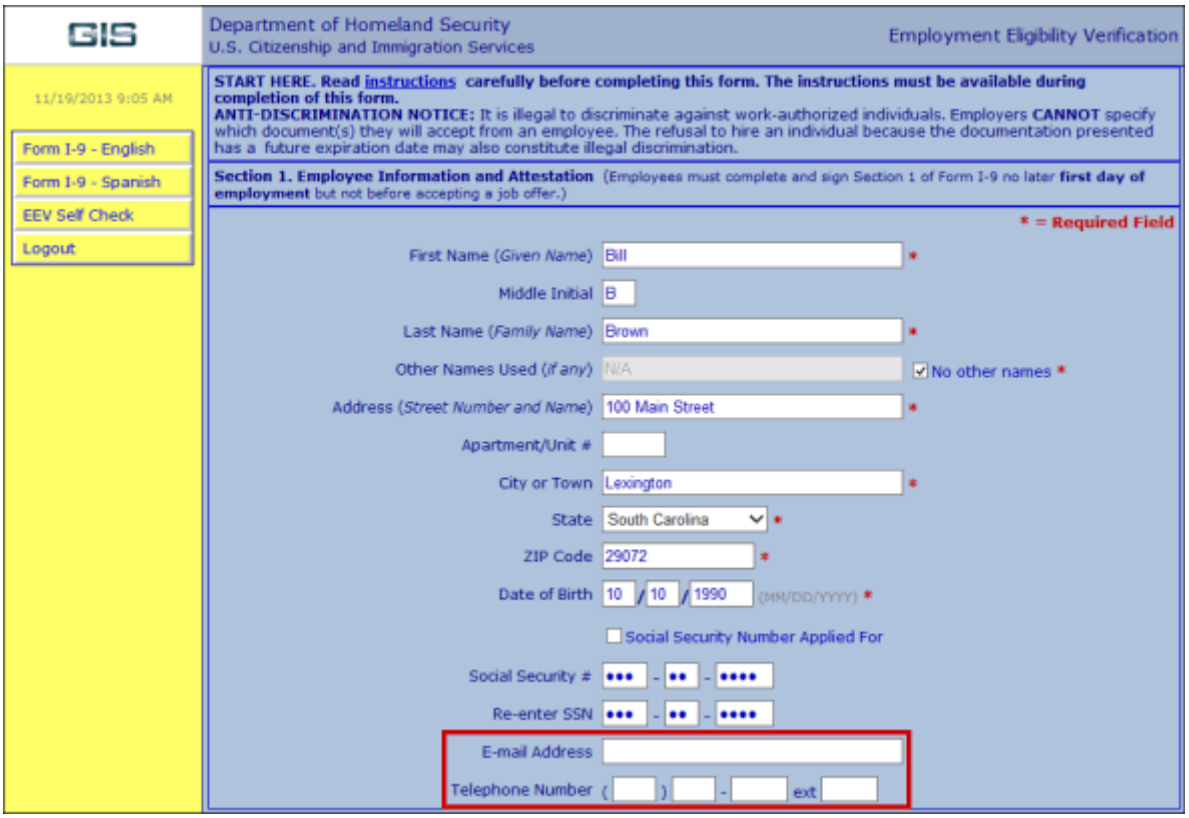
Step 4: The employee types their date of birth, in MM/DD/YYYY format, in the Date of Birth field and then does one of the following as necessary, depending on whether they have a Social Security Number (SSN):

- If the employee has an SSN, the employee types their SSN in the Social Security # and Re-enter SSN fields. The Social Security # and Re-enter SSN fields display as required if your business or organization submits EEV / E-Verify orders and system administrators *do not* configure your Compli-9 environment to allow employees to avoid providing their SSN when completing Section 1.
- If the employee does not have an SSN, but has applied for their SSN and system administrators configure your Compli-9 environment to allow employees to avoid providing their SSN when completing Section 1, the employee selects the Social Security Number Applied For checkbox.
- If the employee selected the Social Security Number Applied For checkbox when *initially* completing Section 1 of the Form I-9, and is returning to provide their SSN, the employee types their SSN in the Social Security # and Re-enter SSN fields. Under these circumstances, all other fields display as inactive on the Employee Information and Attestation page, and the employee can click **Next** to proceed to the Employee eSignature page.

If employees initially select the Social Security Number Applied For checkbox to indicate that they have applied for their SSN, your business or organization automatically or manually submits EEV / E-Verify orders, and system administrators configure your Compli-9 environment to allow employees to avoid providing their SSN when completing Section 1, you should use the Sec. 1 SSN Pending function to reset their login credentials once they receive their SSN. Once you reset login credentials for the employee, they should provide their SSN via the Employee Information and Attestation page and then electronically sign Section 1 of the Form I-9, which allows you to complete Section 2 of the Form I-9 as necessary if you have not already done so. At this point, you can automatically or manually submit the EEV / E-Verify order. Refer to the Pending Social Security Numbers for Form I-9 Section 1 chapter for more information on this functionality.

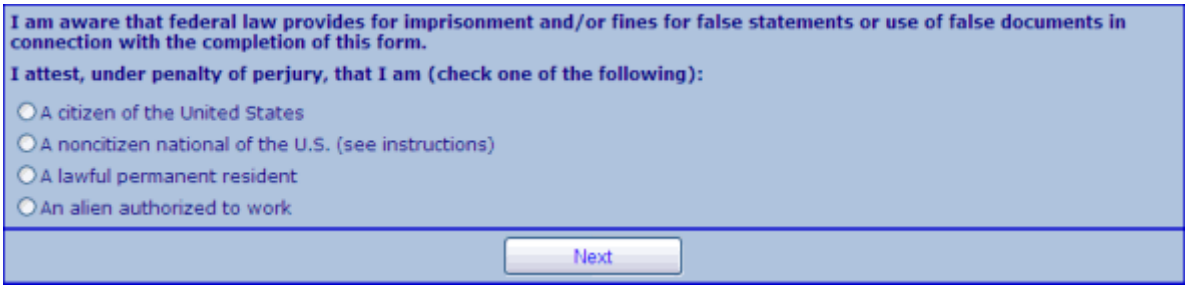

GIS
11/19/2013 9:05 AM
Form I-9 - English
Form I-9 - Spanish
EEV Self Check
Logout
Department of Homeland Security
U.S. Citizenship and Immigration Services
Employment Eligibility Verification
START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form.
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.
Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later first day of employment but not before accepting a job offer.)
* = Required Field
First Name (Given Name) Bill
Middle Initial B
Last Name (Family Name) Brown
Other Names Used (if any) N/A No other names
Address (Street Number and Name) 100 Main Street
Apartment/Unit #
City or Town Lexington
State South Carolina
ZIP Code 29072
Date of Birth 10 / 10 / 1990 (MM/DD/YYYY)
Social Security Number Applied For
Social Security #
Re-enter SSN
E-mail Address
Telephone Number ( ) - ext

Step 5: The employee types their e-mail address in the E-mail Address field and types their phone number in the Telephone Number field as necessary.

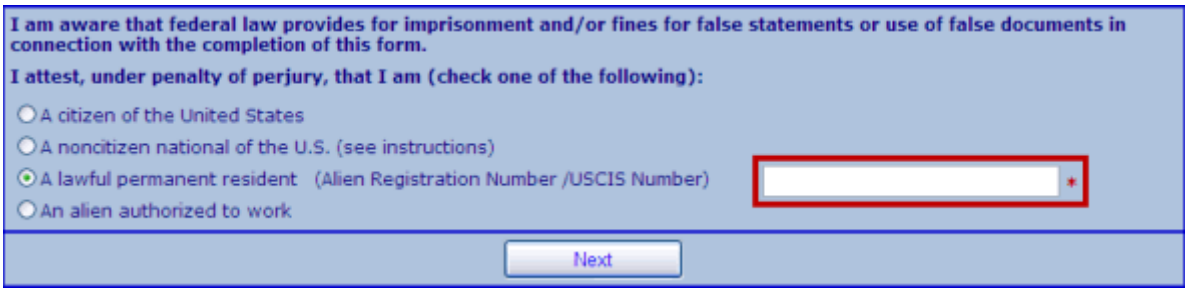

GIS
Department of Homeland Security
U.S. Citizenship and Immigration Services
Employment Eligibility Verification
11/19/2013 9:05 AM
Form I-9 - English
Form I-9 - Spanish
EEV Self Check
Logout
START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form.
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.
Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later first day of employment but not before accepting a job offer.)
* = Required Field
First Name (Given Name) Bill
Middle Initial B
Last Name (Family Name) Brown
Other Names Used (if any) N/A
No other names *
Address (Street Number and Name) 100 Main Street
Apartment/Unit #
City or Town Lexington
State South Carolina
ZIP Code 29072
Date of Birth 10 / 10 / 1990 (MM/DD/YYYY) *
Social Security Number Applied For
Social Security # ••• - •• - ••••
Re-enter SSN ••• - •• - ••••
E-mail Address
Telephone Number ( ) - ext

Step 6: From the Citizenship section of the Employee Information and Attestation page, the employee can do one of the following:

- Select the **A citizen of the United States** radio button to indicate that they are a citizen of the United States, click **Next**, and then proceed to Step 7.
- Select the **A noncitizen national of the U.S.** radio button to indicate that they are a noncitizen national of the United States, click **Next**, and then proceed to Step 7.
- Select the **A lawful permanent resident** radio button to indicate that they are a lawful permanent resident and then continue to the next step.
- Select the **An alien authorized to work** radio button to indicate that they are an alien authorized to work, click **Next**, and then continue to Step 4.


I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.
I attest, under penalty of perjury, that I am (check one of the following):
A citizen of the United States
A noncitizen national of the U.S. (see instructions)
A lawful permanent resident
An alien authorized to work
Next

Step 7: The Alien Registration Number / USCIS Number field displays. The employee types their 9-digit Alien number in the Alien Registration Number / USCIS Number field and then clicks **Next**. Continue to Step 7.


I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.
I attest, under penalty of perjury, that I am (check one of the following):
A citizen of the United States
A noncitizen national of the U.S. (see instructions)
A lawful permanent resident (Alien Registration Number /USCIS Number)
An alien authorized to work
*
Next

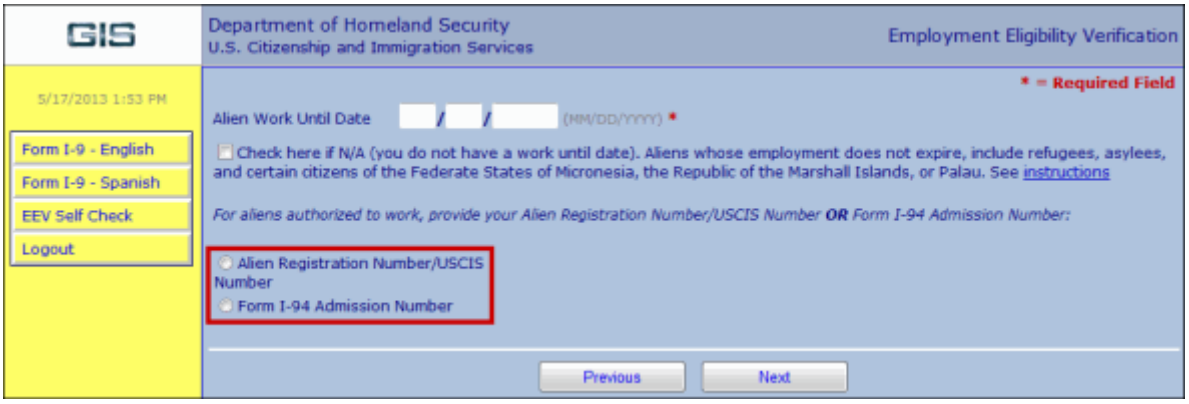
Step 8: The Employee Information and Attestation page refreshes to display fields the employee can use to provide additional citizenship information for their citizenship status. The employee can do one of the following to complete the Alien Work Until Date field:

- If the employment authorization for the employee has an expiration date, the employee types their employment authorization work date, in MM/DD/YYYY format, in the Alien Work Until Date fields.
- If the employment authorization for the employee does not expire, the employee selects the checkbox next to the statement below the Alien Work Until Date fields.

GIS
Department of Homeland Security
U.S. Citizenship and Immigration Services
Employment Eligibility Verification
5/17/2013 1:53 PM
* = Required Field
Alien Work Until Date (MM/DD/YYYY) *
Form I-9 - English
Form I-9 - Spanish
EEV Self Check
Logout
Check here if N/A (you do not have a work until date). Aliens whose employment does not expire, include refugees, asylees, and certain citizens of the Federate States of Micronesia, the Republic of the Marshall Islands, or Palau. See instructions
For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:
Alien Registration Number/USCIS Number
Form I-94 Admission Number
Previous
Next

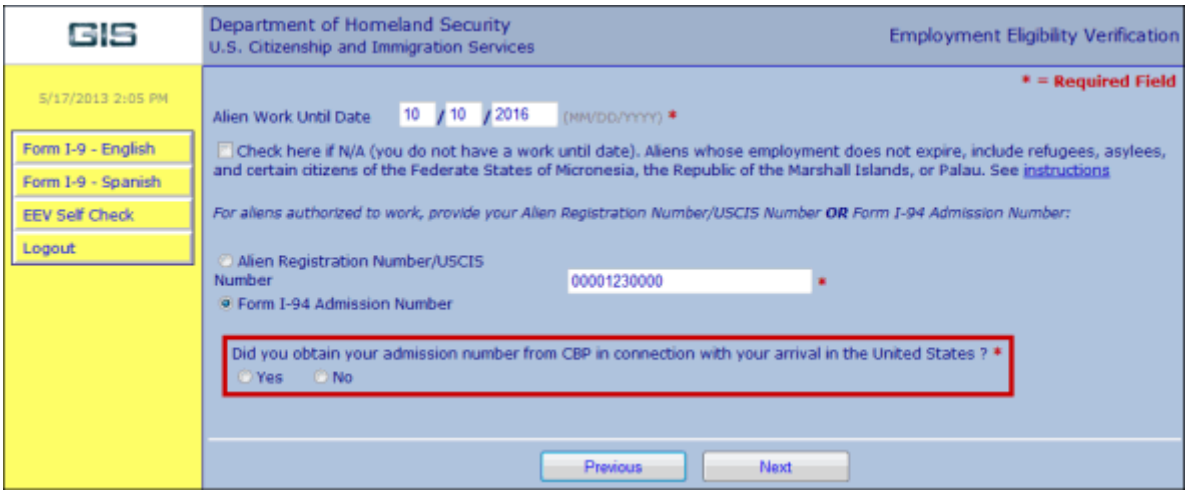
Step 9: The employee can do one of the following as necessary, depending on their employment authorization documents:

- If the employee has an Alien Registration Number or USCIS Number, the employee selects the Alien Registration/USCIS Number radio button and then types their 9-digit Alien Number in the additional field that displays. Proceed to Step 7.
- If the employee has a Form I-94 Admission Number, the employee selects the Form I-94 Admission Number radio button and then types their 11-digit Admission Number in the additional field that displays. Continue to the next step.

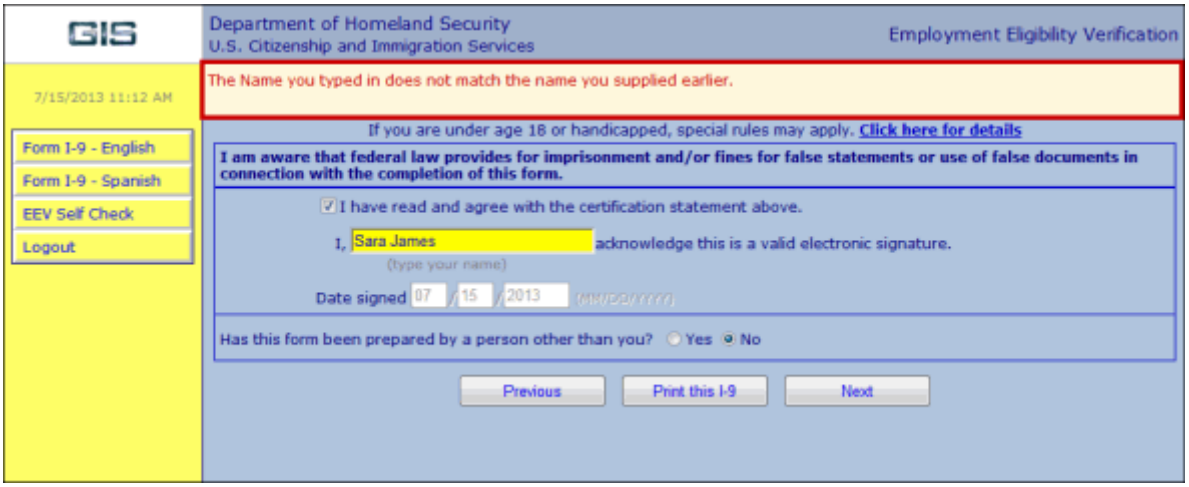

GIS
Department of Homeland Security
U.S. Citizenship and Immigration Services
Employment Eligibility Verification
5/17/2013 1:53 PM
* = Required Field
Alien Work Until Date (MM/DD/YYYY) *
Check here if N/A (you do not have a work until date). Aliens whose employment does not expire, include refugees, asylees, and certain citizens of the Federate States of Micronesia, the Republic of the Marshall Islands, or Palau. See instructions
For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:
Alien Registration Number/USCIS Number
Form I-94 Admission Number
Form I-9 - English
Form I-9 - Spanish
EEV Self Check
Logout
Previous
Next

Step 10: The employee can do one of the following as necessary in response to the subsequent question regarding how they obtained their Admission Number:

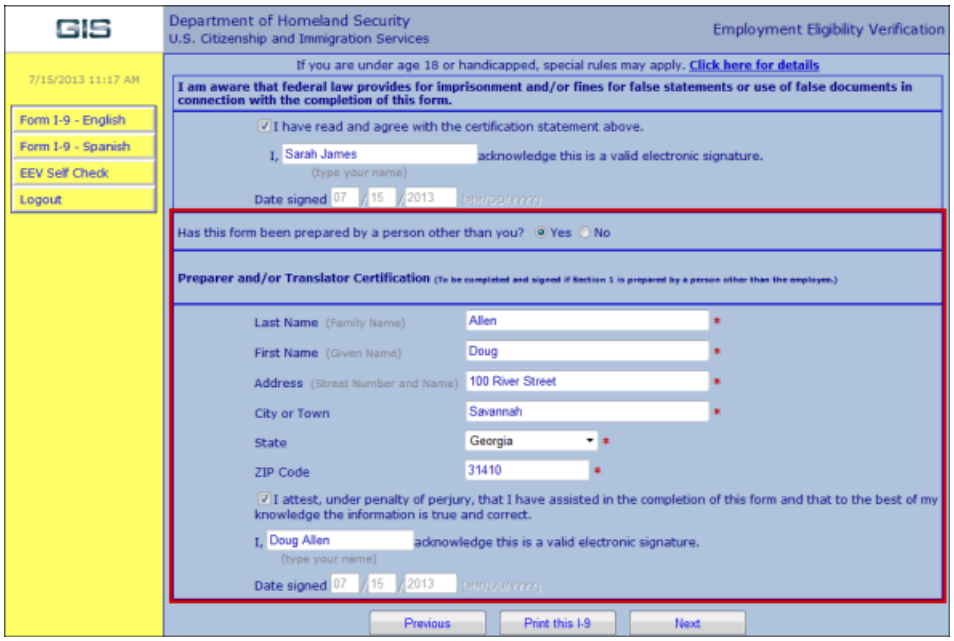
- If the employee obtained their Admission Number from the U.S. Customs and Border Protection (CBP), the employee selects the Yes radio button, types their passport number in the Passport Number field, selects the country of issuance for their passport from the Country Of Issuance drop-down field, and then clicks **Next**.
- If the employee did not obtain their Admission Number from the CBP, the employee selects the No radio button and then clicks **Next**.


GIS
Department of Homeland Security
U.S. Citizenship and Immigration Services
Employment Eligibility Verification
5/17/2013 2:05 PM
* = Required Field
Alien Work Until Date 10 / 10 / 2016 (MM/DD/YYYY) *
Check here if N/A (you do not have a work until date). Aliens whose employment does not expire, include refugees, asylees, and certain citizens of the Federate States of Micronesia, the Republic of the Marshall Islands, or Palau. See instructions
For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:
Alien Registration Number/USCIS Number
Form I-94 Admission Number
00001230000 *
Did you obtain your admission number from CBP in connection with your arrival in the United States ? *
Yes
No
Form I-9 - English
Form I-9 - Spanish
EEV Self Check
Logout
Previous
Next

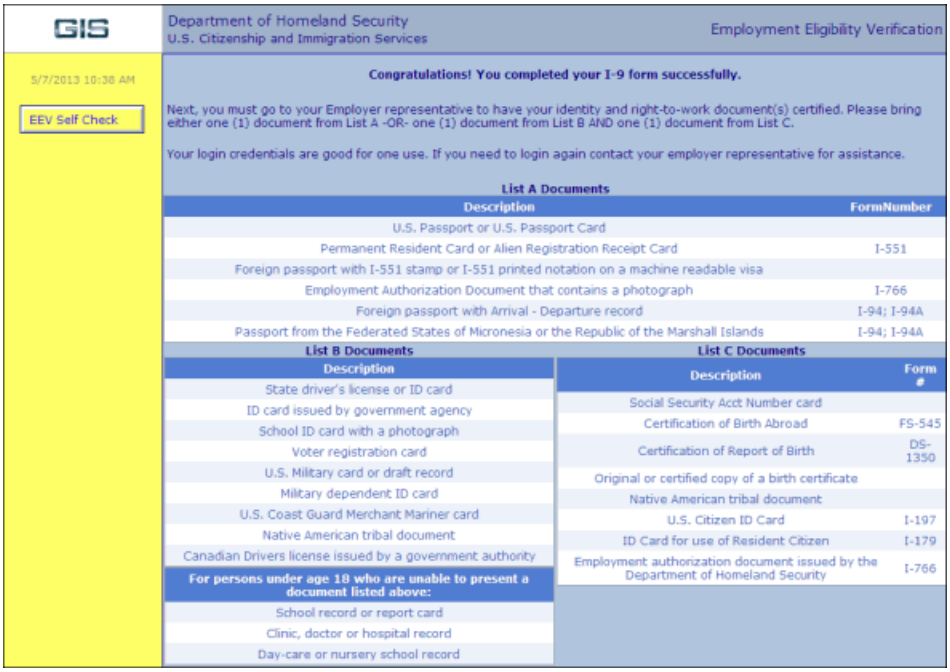
Step 11: The Employee eSignature page displays. From the Employee eSignature page, the employee must click the checkbox to indicate that they have read and agree with the certification statement, type their first and last name as their electronic signature, and then click **Next**. If the employee types a different name than the one they provided on the Employee Information and Attestation page, an error message displays, indicating that the name they type on the Employee eSignature page does not match the name information they provided.


GIS
Department of Homeland Security
U.S. Citizenship and Immigration Services
Employment Eligibility Verification
7/15/2013 11:12 AM
The Name you typed in does not match the name you supplied earlier.
Form I-9 - English
Form I-9 - Spanish
EEV Self Check
Logout
If you are under age 18 or handicapped, special rules may apply. Click here for details
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.
I have read and agree with the certification statement above.
I, Sara James acknowledge this is a valid electronic signature.
(type your name)
Date signed 07 / 15 / 2013 (mm/dd/yyyy)
Has this form been prepared by a person other than you? Yes No
Previous
Print this I-9
Next

Step 12: If the employee had a preparer or translator assist in the completion of Section 1, they can select the Yes radio button for the Has the form been prepared by a person other than you? field, complete the additional Preparer and /or Translator Certification section that displays, and then click **Next**.


GIS
Department of Homeland Security
U.S. Citizenship and Immigration Services
Employment Eligibility Verification
7/15/2013 11:17 AM
Form I-9 - English
Form I-9 - Spanish
EEV Self Check
Logout
If you are under age 18 or handicapped, special rules may apply. Click here for details
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.
I have read and agree with the certification statement above.
I, Sarah James acknowledge this is a valid electronic signature.
(type your name)
Date signed 07 / 15 / 2013 (mm/dd/yyyy)
Has this form been prepared by a person other than you? Yes No
Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)
Last Name (Family Name) Allen
First Name (Given Name) Doug
Address (Street Number and Name) 100 River Street
City or Town Savannah
State Georgia
ZIP Code 31410
I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.
I, Doug Allen acknowledge this is a valid electronic signature.
(type your name)
Date signed 07 / 15 / 2013 (mm/dd/yyyy)
Previous
Print this I-9
Next

Step 13: Upon clicking **Next**, the Employee Reminder page displays, indicating that the employee has successfully completed Section 1 of the Form I-9. The Employee Reminder section includes further instructions for the employee along with a list of the appropriate employment eligibility documents the employee needs to provide to their employer representative in order to complete Section 2 of the Form I-9.



GIS

Department of Homeland Security
U.S. Citizenship and Immigration Services

Employment Eligibility Verification

5/7/2013 10:38 AM

EEV Self Check

Congratulations! You completed your I-9 form successfully.

Next, you must go to your Employer representative to have your identity and right-to-work document(s) certified. Please bring either one (1) document from List A -OR- one (1) document from List B AND one (1) document from List C.

Your login credentials are good for one use. If you need to login again contact your employer representative for assistance.

List A Documents

Description	FormNumber
U.S. Passport or U.S. Passport Card	
Permanent Resident Card or Alien Registration Receipt Card	I-551
Foreign passport with I-551 stamp or I-551 printed notation on a machine readable visa	
Employment Authorization Document that contains a photograph	I-766
Foreign passport with Arrival - Departure record	I-94; I-94A
Passport from the Federated States of Micronesia or the Republic of the Marshall Islands	I-94; I-94A

List B Documents

Description
State driver's license or ID card
ID card issued by government agency
School ID card with a photograph
Voter registration card
U.S. Military card or draft record
Military dependent ID card
U.S. Coast Guard Merchant Mariner card
Native American tribal document
Canadian Drivers license issued by a government authority
For persons under age 18 who are unable to present a document listed above:
School record or report card
Clinic, doctor or hospital record
Day-care or nursery school record

List C Documents

Description	Form #
Social Security Acct Number card	
Certification of Birth Abroad	FS-545
Certification of Report of Birth	DS-1350
Original or certified copy of a birth certificate	
Native American tribal document	
U.S. Citizen ID Card	I-197
ID Card for use of Resident Citizen	I-179
Employment authorization document issued by the Department of Homeland Security	I-766

5 Completing Section 2 of the Form I-9

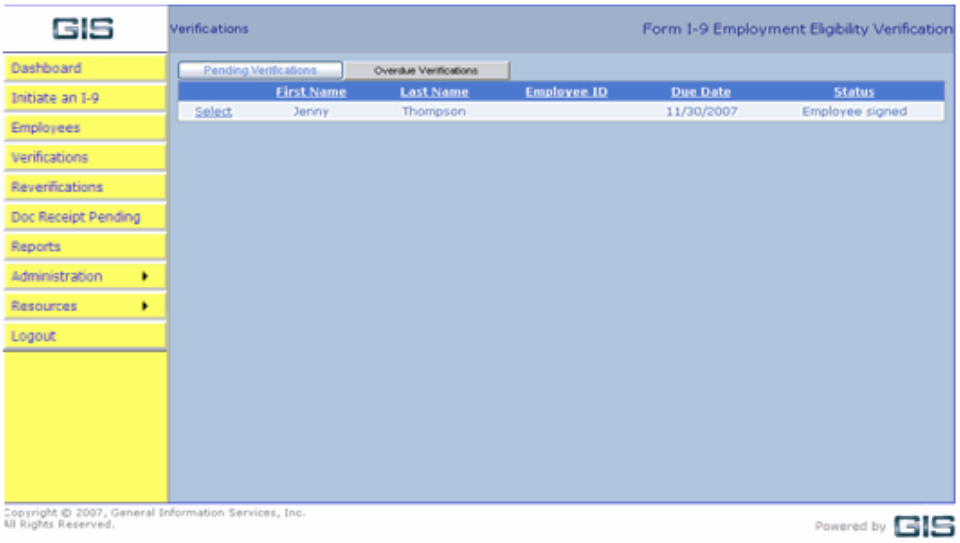
Employer representatives can use the Verifications or Reverifications functions to verify employment eligibility documents and complete Section 2 of the Form I-9 once employees successfully complete Section 1 of the Form I-9.

If employees select the Social Security Number Applied For checkbox when completing Section 1 of the Form I-9, your business or organization automatically or manually submits EEV / E-Verify orders, and system administrators configure your Compli-9 environment to allow employees to avoid providing their SSN when completing Section 1, you can use the Sec. 1 SSN Pending function to reset their login credentials and allow them to provide their SSN and electronic signature. Refer to the Pending Social Security Numbers for Form I-9 Section 1 chapter for more information on this functionality.

Step 1: From the COMPLI-9 Dashboard page, do one of the following:

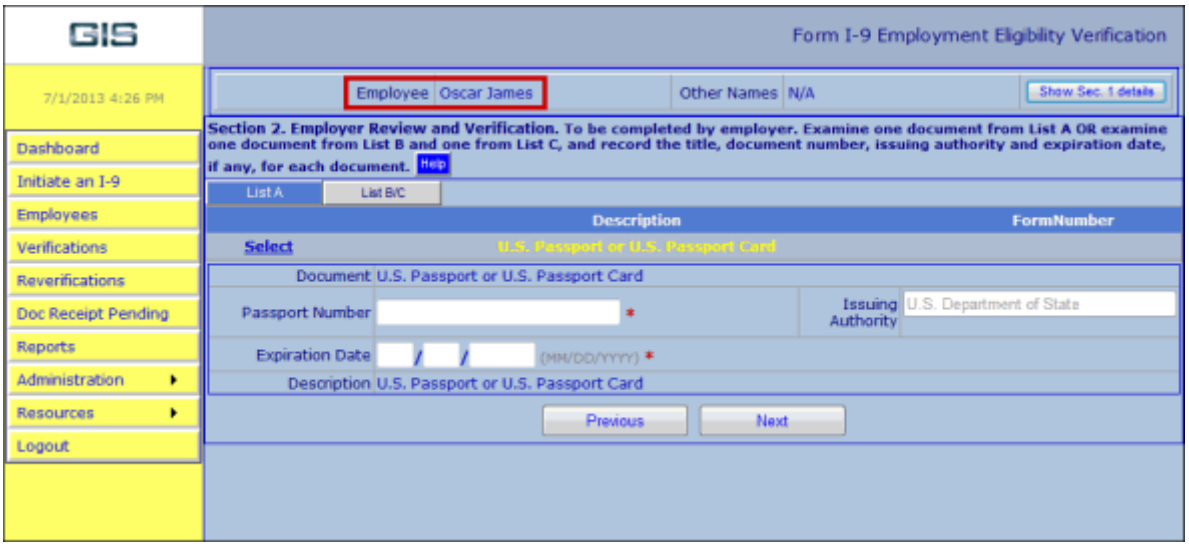
- Click the Verifications hyperlink from the Navigation Menu section to verify employment eligibility documents that the new employee presents.
- If the I-9 verification is currently *pending* but *overdue*, click the overdue I-9 verifications hyperlink from the COMPLI-9 Dashboard page and proceed to Step 3.
- If the I-9 verification is currently *pending* and *not* overdue, click the pending I-9 verifications hyperlink from the COMPLI-9 Dashboard page and proceed to Step 3.

Step 2: The Employee Verifications page displays. From the Employee Verifications page, you can click **Pending Verifications** to access the Pending Verifications page or click **Overdue Verifications** to access the Overdue Verifications page. Refer to the Welcome to the I-9 Dashboard chapter for more information on the pending and overdue I-9 verification statuses.



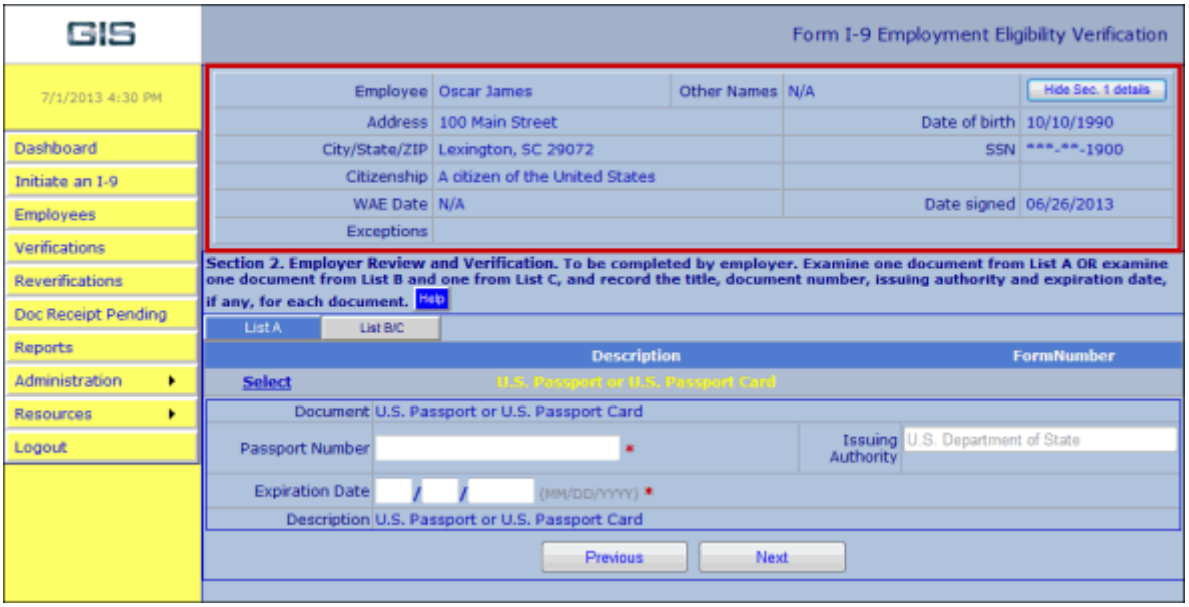
Step 3: Click the Select hyperlink for the employee record for which you want to verify employment eligibility documents. The Select hyperlink only displays for employees who successfully complete Section 1 of the Form I-9 and for which a value of Employee signed displays within the Status column on the Overdue Verifications or Pending Verifications page.

Step 4: The Verify I-9 Document page displays, and the name of the employee displays within the Employee field.



Step 5: Click **Show Sec. 1 details** as necessary to view the information that the employee provided when completing Section 1 of the Form I-9. If you click **Show Sec. 1 details**, you can subsequently click **Hide Sec. 1** details to collapse this information on the Verify I-9 Document page.

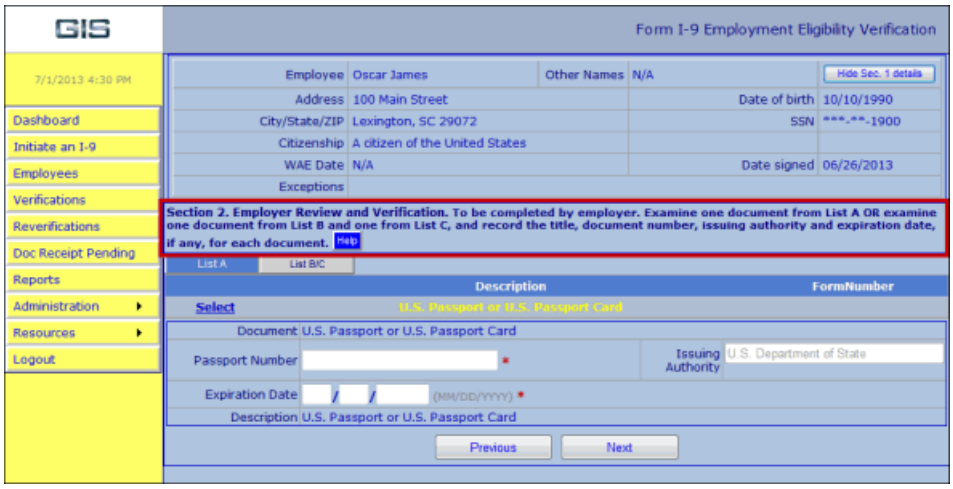
Step 6: The Verify I-9 Documents page refreshes to display the Section 1 Information section, which provides an overview of the information the information the employee provided when completing Section 1 of the Form I-9.


GIS
Form I-9 Employment Eligibility Verification
7/1/2013 4:30 PM
Dashboard
Initiate an I-9
Employees
Verifications
Reverifications
Doc Receipt Pending
Reports
Administration
Resources
Logout
Employee Oscar James Other Names N/A
Hide Sec. 1 details
Address 100 Main Street Date of birth 10/10/1990
City/State/ZIP Lexington, SC 29072 SSN ***-**-1900
Citizenship A citizen of the United States
WAE Date N/A Date signed 06/26/2013
Exceptions
Section 2. Employer Review and Verification. To be completed by employer. Examine one document from List A OR examine one document from List B and one from List C, and record the title, document number, issuing authority and expiration date, if any, for each document. Help
List A
List B/C
Description
FormNumber
Select
U.S. Passport or U.S. Passport Card
Document U.S. Passport or U.S. Passport Card
Passport Number
Issuing Authority U.S. Department of State
Expiration Date (MM/DD/YYYY)
Description U.S. Passport or U.S. Passport Card
Previous
Next

Step 7: Do one of the following as necessary, depending on the employment eligibility documents that the employee presents after completing Section 1 of the Form I-9:

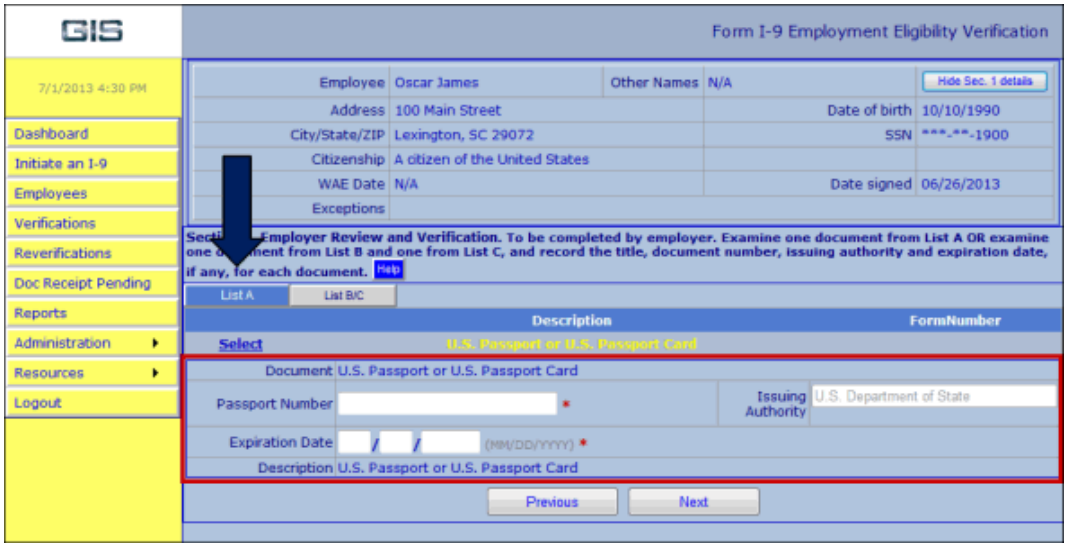
- Click **List A** from the Documents section if the employee provides an employment eligibility document from List A of the Form I-9 and then continue to Step 8.
- Click **List B/C** from the Documents section if the employee provides employment eligibility documents from List B and C of the Form I-9 and then continue to Step 10.

You can also click **Help** if you need additional assistance.

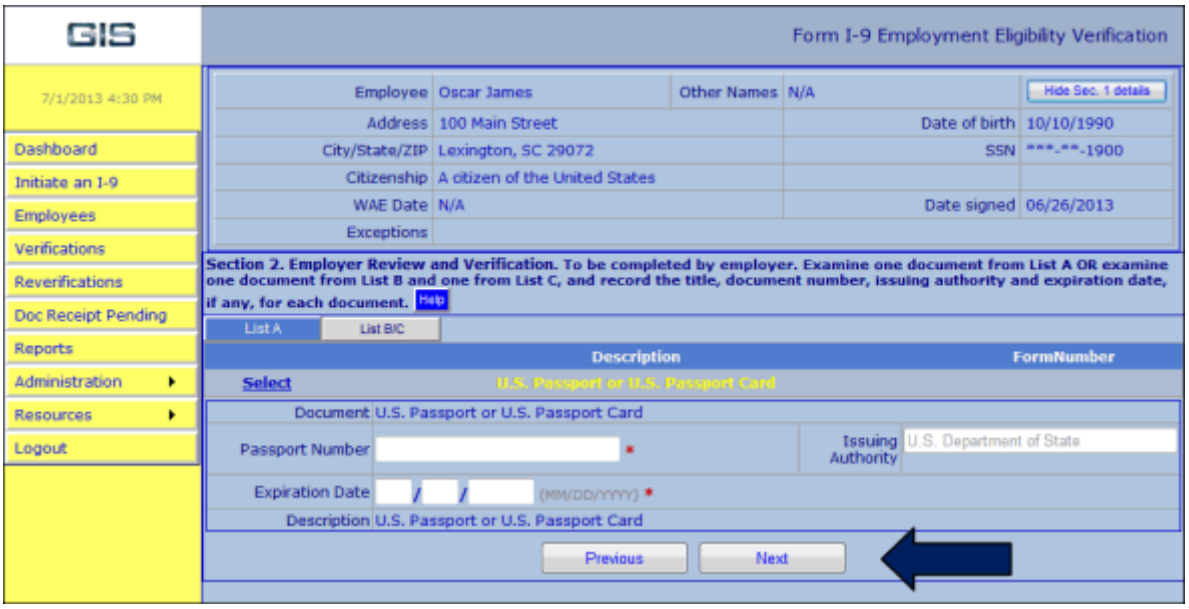

GIS
Form I-9 Employment Eligibility Verification
7/1/2013 4:30 PM
Dashboard
Initiate an I-9
Employees
Verifications
Reverifications
Doc Receipt Pending
Reports
Administration
Resources
Logout
Employee Oscar James Other Names N/A
Hide Sec. 1 details
Address 100 Main Street Date of birth 10/10/1990
City/State/ZIP Lexington, SC 29072 SSN ***-**-1900
Citizenship A citizen of the United States
WAE Date N/A Date signed 06/26/2013
Exceptions
Section 2. Employer Review and Verification. To be completed by employer. Examine one document from List A OR examine one document from List B and one from List C, and record the title, document number, issuing authority and expiration date, if any, for each document. Help
List A
List B/C
Description
FormNumber
Select
U.S. Passport or U.S. Passport Card
Document U.S. Passport or U.S. Passport Card
Passport Number
Issuing Authority U.S. Department of State
Expiration Date (MM/DD/YYYY)
Description U.S. Passport or U.S. Passport Card
Previous
Next

Step 8: From the Documents section of the Verify I-9 Document page, click the Select hyperlink for the List A document. The Verify I-9 Documents page refreshes and the Documents section displays fields you can use to provide details for the selected List A document.

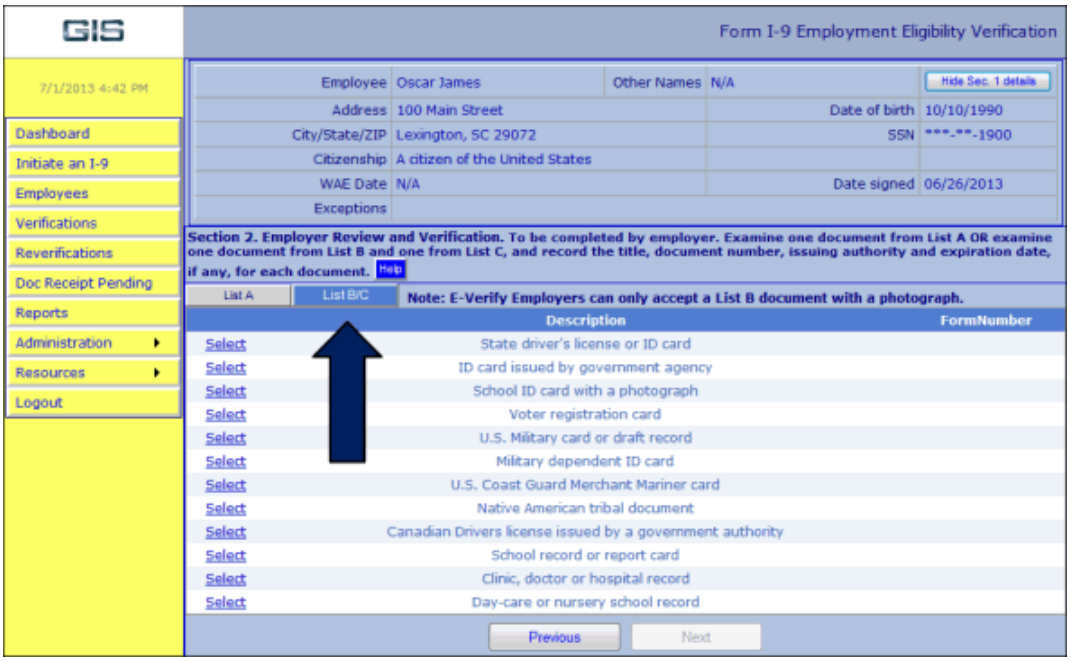
If your business or organization automatically or manually submits EEV / E-Verify orders and the employee presents a U.S. Passport, U.S. Passport Card, Permanent Resident Card I-551, or Employment Authorization Document I-766, you are *required* to make a copy of this document and retain it with the Form I-9.


GIS
Form I-9 Employment Eligibility Verification
7/1/2013 4:30 PM
Dashboard
Initiate an I-9
Employees
Verifications
Reverifications
Doc Receipt Pending
Reports
Administration
Resources
Logout
Employee Oscar James Other Names N/A
Hide Sec. 1 details
Address 100 Main Street Date of birth 10/10/1990
City/State/ZIP Lexington, SC 29072 SSN ***-**-1900
Citizenship A citizen of the United States
WAE Date N/A Date signed 06/26/2013
Exceptions
Employer Review and Verification. To be completed by employer. Examine one document from List A OR examine one document from List B and one from List C, and record the title, document number, issuing authority and expiration date, if any, for each document. Help
List A List B/C
Description FormNumber
Select U.S. Passport or U.S. Passport Card
Document U.S. Passport or U.S. Passport Card
Passport Number
Issuing Authority U.S. Department of State
Expiration Date (MM/DD/YYYY)
Description U.S. Passport or U.S. Passport Card
Previous
Next

Step 9: Once you provide details for the List A document, click **Next** to save the information and then proceed to Step 15.

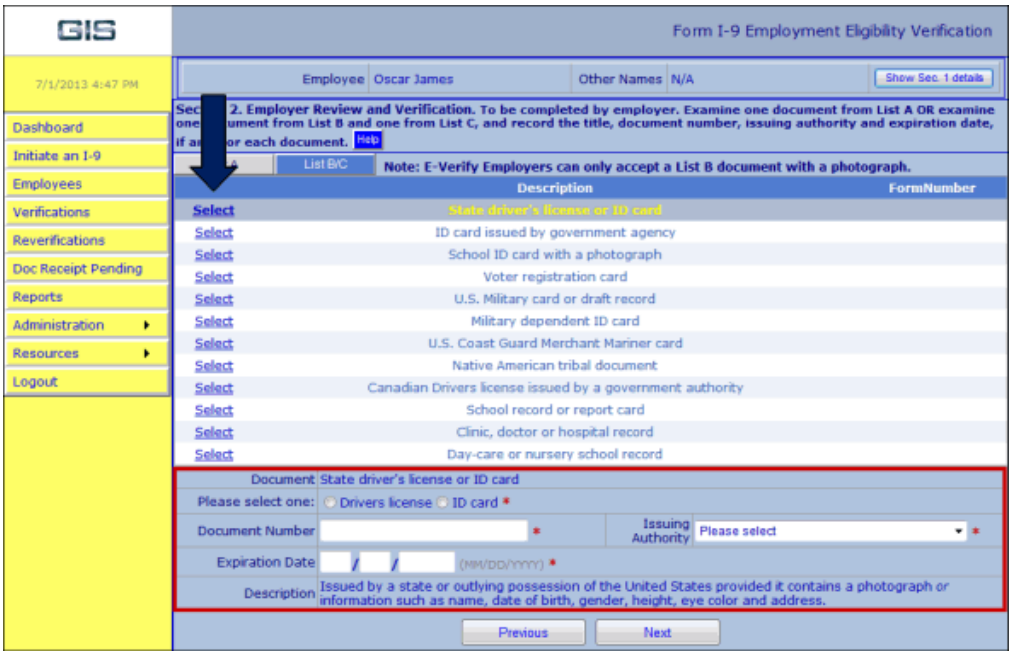

GIS
Form I-9 Employment Eligibility Verification
7/1/2013 4:30 PM
Dashboard
Initiate an I-9
Employees
Verifications
Reverifications
Doc Receipt Pending
Reports
Administration
Resources
Logout
Employee Oscar James Other Names N/A
Hide Sec. 1 details
Address 100 Main Street Date of birth 10/10/1990
City/State/ZIP Lexington, SC 29072 SSN ***-**-1900
Citizenship A citizen of the United States
WAE Date N/A Date signed 06/26/2013
Exceptions
Section 2. Employer Review and Verification. To be completed by employer. Examine one document from List A OR examine one document from List B and one from List C, and record the title, document number, issuing authority and expiration date, if any, for each document. Help
List A List B/C
Description FormNumber
Select U.S. Passport or U.S. Passport Card
Document U.S. Passport or U.S. Passport Card
Passport Number
Issuing Authority U.S. Department of State
Expiration Date (MM/DD/YYYY)
Description U.S. Passport or U.S. Passport Card
Previous
Next

Step 10: From the Documents section of the Verify I-9 Document page, click the Select hyperlink for the List B document.


GIS
Form I-9 Employment Eligibility Verification
7/1/2013 4:42 PM
Dashboard
Initiate an I-9
Employees
Verifications
Reverifications
Doc Receipt Pending
Reports
Administration
Resources
Logout
Employee Oscar James
Other Names N/A
Hide Sec. 1 details
Address 100 Main Street
Date of birth 10/10/1990
City/State/ZIP Lexington, SC 29072
SSN ***-**-1900
Citizenship A citizen of the United States
WAE Date N/A
Date signed 06/26/2013
Exceptions
Section 2. Employer Review and Verification. To be completed by employer. Examine one document from List A OR examine one document from List B and one from List C, and record the title, document number, issuing authority and expiration date, if any, for each document.
Help
List A
List B/C
Note: E-Verify Employers can only accept a List B document with a photograph.
Description
FormNumber
Select State driver's license or ID card
Select ID card issued by government agency
Select School ID card with a photograph
Select Voter registration card
Select U.S. Military card or draft record
Select Military dependent ID card
Select U.S. Coast Guard Merchant Mariner card
Select Native American tribal document
Select Canadian Drivers license issued by a government authority
Select School record or report card
Select Clinic, doctor or hospital record
Select Day-care or nursery school record
Previous
Next

Step 11: The Verify I-9 Documents page refreshes and the Documents section displays fields you can use to provide details for the selected List B document. Complete the fields from the Documents section to provide details for the List B document.

If the employee provides an employment eligibility document from List B, the document *must* contain a photograph in order to process the EEV order.


GIS
Form I-9 Employment Eligibility Verification
7/1/2013 4:47 PM
Dashboard
Initiate an I-9
Employees
Verifications
Reverifications
Doc Receipt Pending
Reports
Administration
Resources
Logout
Employee Oscar James
Other Names N/A
Show Sec. 1 details
Help
List B/C
Note: E-Verify Employers can only accept a List B document with a photograph.
Description
FormNumber
Select State driver's license or ID card
Select ID card issued by government agency
Select School ID card with a photograph
Select Voter registration card
Select U.S. Military card or draft record
Select Military dependent ID card
Select U.S. Coast Guard Merchant Mariner card
Select Native American tribal document
Select Canadian Drivers license issued by a government authority
Select School record or report card
Select Clinic, doctor or hospital record
Select Day-care or nursery school record
Document State driver's license or ID card
Please select one: Drivers license ID card *
Document Number *
Issuing Authority Please select *
Expiration Date / / (MM/DD/YYYY) *
Description Issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
Previous
Next

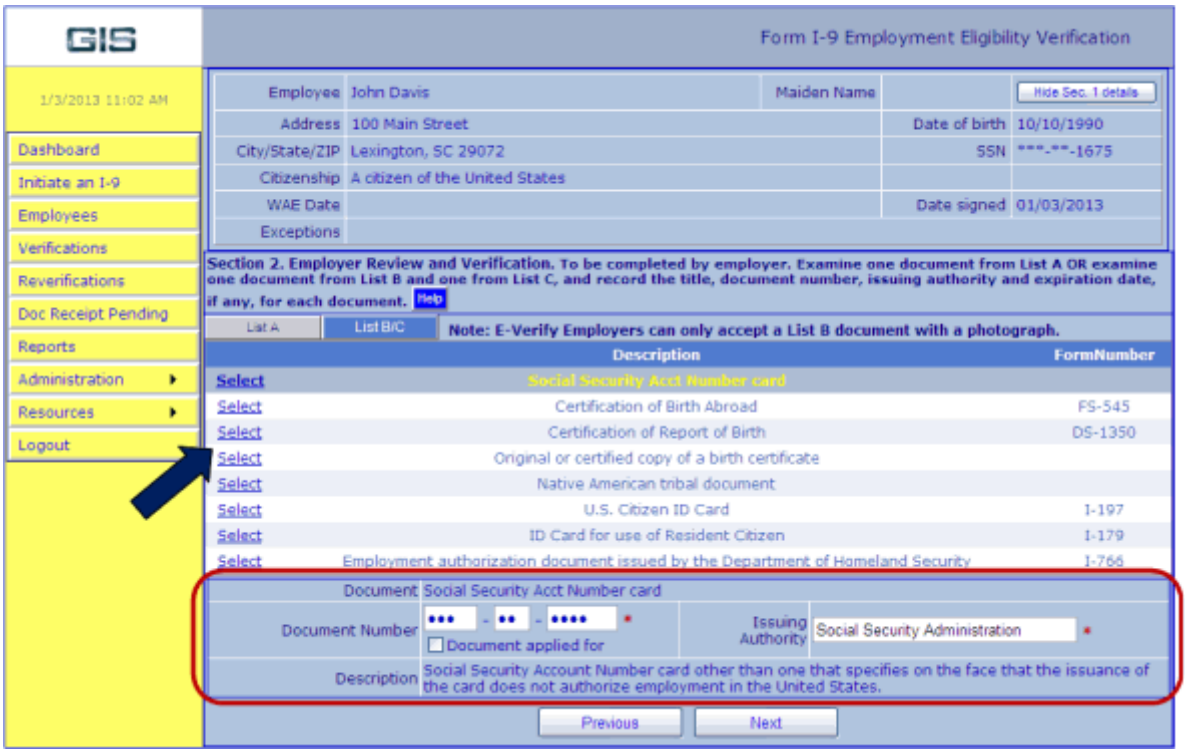
Step 12: Click **Next**. The Verify I-9 Documents page refreshes and the Documents section displays List C documents.

GIS
Form I-9 Employment Eligibility Verification
7/1/2013 4:47 PM
Dashboard
Initiate an I-9
Employees
Verifications
Reverifications
Doc Receipt Pending
Reports
Administration
Resources
Logout
Employee Oscar James
Other Names N/A
Show Sec. 1 details
Section 2. Employer Review and Verification. To be completed by employer. Examine one document from List A OR examine one document from List B and one from List C, and record the title, document number, issuing authority and expiration date, if any, for each document.
Help
List A
List B/C
Note: E-Verify Employers can only accept a List B document with a photograph.
Description
FormNumber
Select State driver's license or ID card
Select ID card issued by government agency
Select School ID card with a photograph
Select Voter registration card
Select U.S. Military card or draft record
Select Military dependent ID card
Select U.S. Coast Guard Merchant Mariner card
Select Native American tribal document
Select Canadian Drivers license issued by a government authority
Select School record or report card
Select Clinic, doctor or hospital record
Select Day-care or nursery school record
Document State driver's license or ID card
Please select one: Drivers license ID card
Document Number
Issuing Authority Please select
Expiration Date (MM/DD/YYYY)
Description Issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
Previous
Next

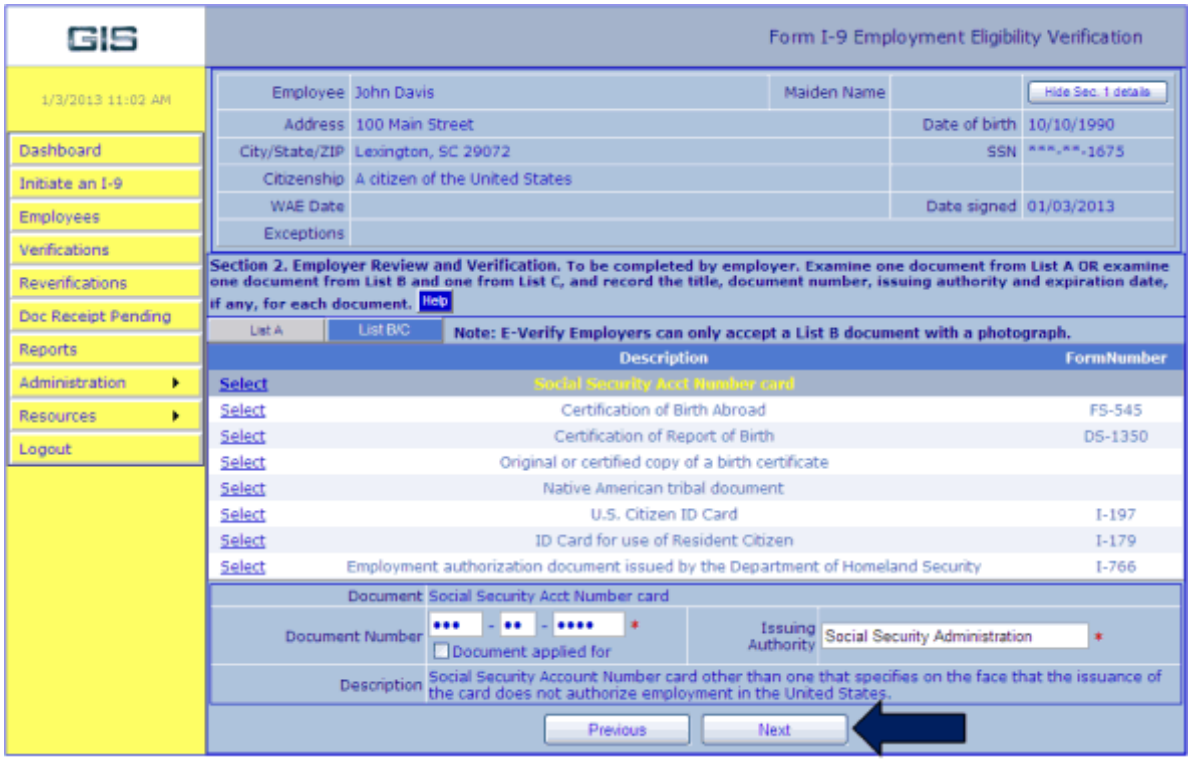
Step 13: Click the Select hyperlink for the List C document. The Verify I-9 Document page refreshes to display fields you can use to provide details for the selected List C document.

If you click the Select hyperlink for the Social Security Acct Number card document type from the Documents section and then select the Applied For checkbox to indicate the employee is providing a *temporary* Social Security Number (SSN) receipt, you *must* use the Doc Receipt Pending function to verify the SSN for the employee once they receive their *actual* Social Security Card from the Social Security Administration. Refer to the Verify Documents with Pending Receipts chapter for more information on this functionality.

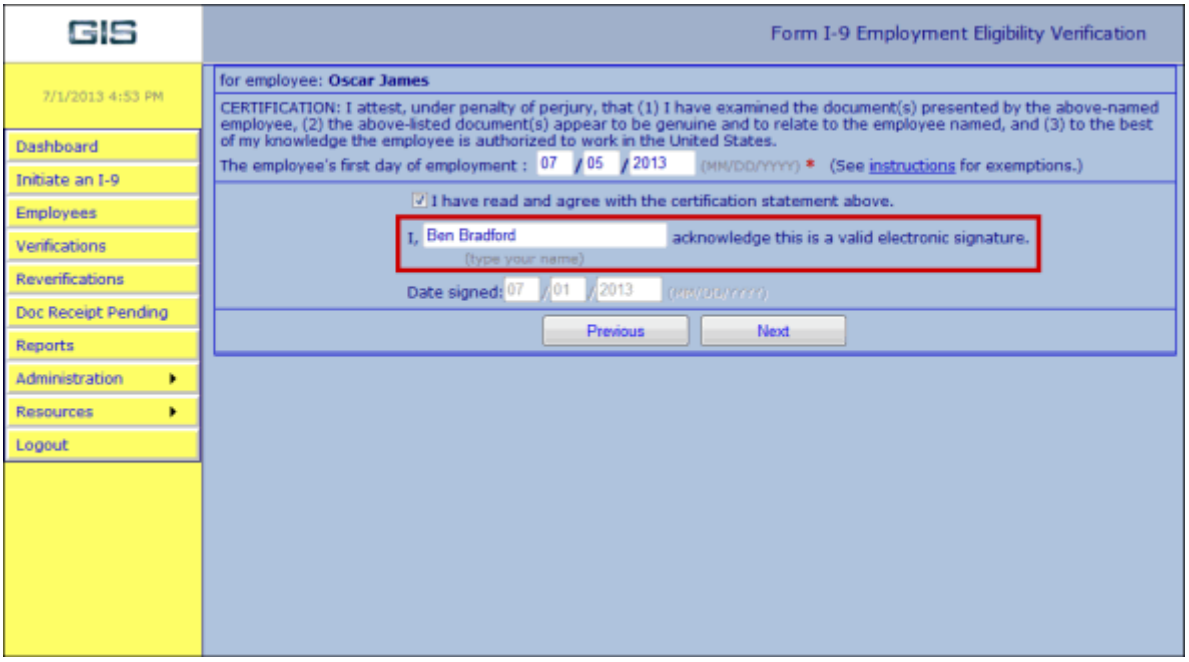
Additionally, if employees select the Social Security Number Applied For checkbox when completing Section 1 of the Form I-9, your business or organization automatically or manually submits EEV / E-Verify orders, and system administrators configure your Compli-9 environment to allow employees to avoid providing their SSN when completing Section 1, you should use the Sec. 1 SSN Pending function to reset their login credentials once they receive their SSN. Once you reset login credentials for the employee, they should provide their SSN via the Employee Information and Attestation page and then electronically sign Section 1 of the Form I-9, which allows you to complete Section 2 of the Form I-9 as necessary if you have not already done so. At this point, you can automatically or manually submit the EEV / E-Verify order. Refer to the Pending Social Security Numbers for Form I-9 Section 1 chapter for more information on this functionality.



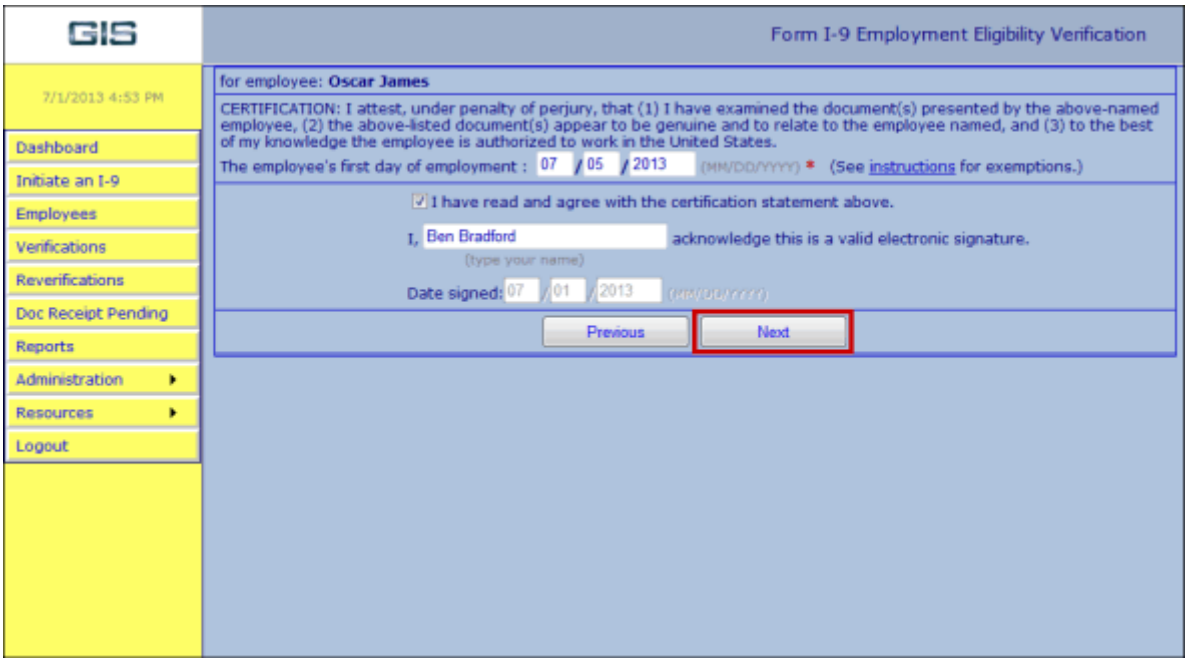
Step 14: Once you provide details for the List C document, click **Next** to save the information.



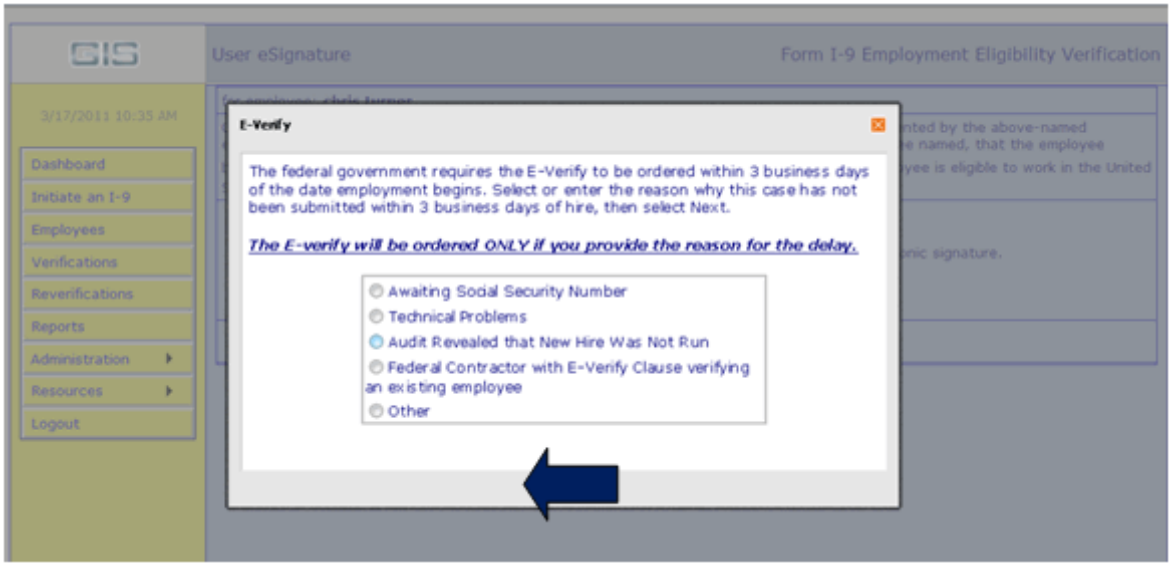
Step 15: The User eSignature page displays. The User eSignature page is designed to verify the start date for the employee, certify that you have read and agree with the certification statement of the Form I-9, and obtain your electronic signature to meet legal requirements of the I-9 verification process. Select the checkbox to indicate you have read and agree with the certification statement and then type your name in the subsequent eSignature text field. The Date signed field displays the current date by default.


GIS
Form I-9 Employment Eligibility Verification
7/1/2013 4:53 PM
Dashboard
Initiate an I-9
Employees
Verifications
Reverifications
Doc Receipt Pending
Reports
Administration
Resources
Logout
for employee: Oscar James
CERTIFICATION: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.
The employee's first day of employment : 07 / 05 / 2013 (MM/DD/YYYY) * (See instructions for exemptions.)
I have read and agree with the certification statement above.
I, Ben Bradford acknowledge this is a valid electronic signature.
(type your name)
Date signed: 07 / 01 / 2013 (MM/DD/YYYY)
Previous
Next

Step 16: Click **Next** to complete Section 2 of the Form I-9 and save the data.

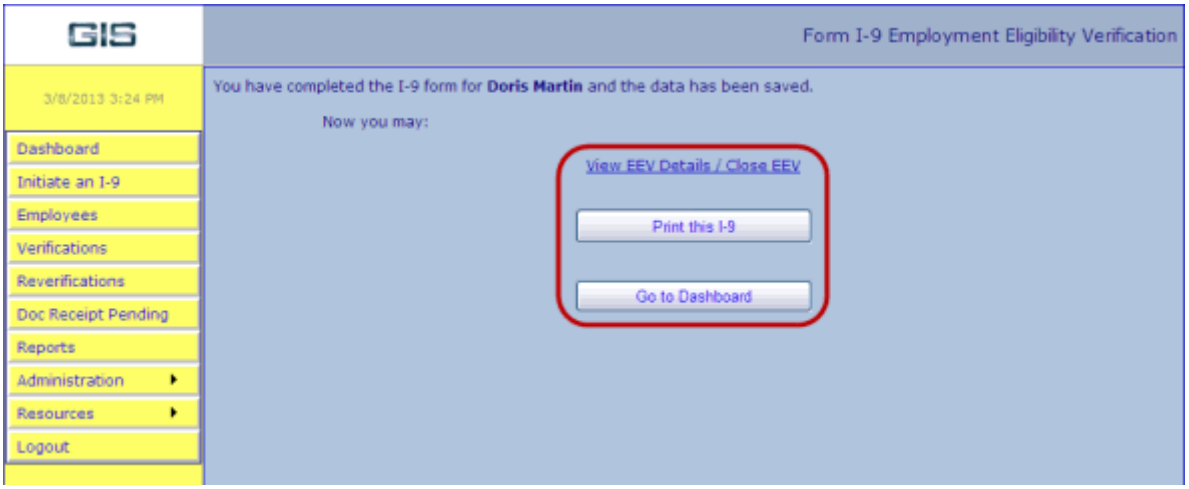

GIS
Form I-9 Employment Eligibility Verification
7/1/2013 4:53 PM
Dashboard
Initiate an I-9
Employees
Verifications
Reverifications
Doc Receipt Pending
Reports
Administration
Resources
Logout
for employee: Oscar James
CERTIFICATION: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.
The employee's first day of employment : 07 / 05 / 2013 (MM/DD/YYYY) * (See instructions for exemptions.)
I have read and agree with the certification statement above.
I, Ben Bradford acknowledge this is a valid electronic signature.
(type your name)
Date signed: 07 / 01 / 2013 (MM/DD/YYYY)
Previous
Next

Step 17: In the event that your business or organization is an EEV Client that utilizes the EEV / E-Verify ordering process, an additional E-Verify pop-up may display. All employers are required to complete the Form I-9 within 3 business days of the date employment begins. If your company participates in EEV/E-Verify, and the Form I-9 has not been completed within the required 3 day period, the E-Verify pop-up is designed to record the reason why the EEV/E-Verify order was not completed on a timely basis when you click **Next** from the User eSignature page. Select the radio button of the appropriate reason for the delay and then click **Next**.


GIS
User eSignature
Form I-9 Employment Eligibility Verification
3/17/2011 10:35 AM
Dashboard
Initiate an I-9
Employees
Verifications
Reverifications
Reports
Administration
Resources
Logout
E-Verify
The federal government requires the E-Verify to be ordered within 3 business days of the date employment begins. Select or enter the reason why this case has not been submitted within 3 business days of hire, then select Next.
The E-verify will be ordered ONLY if you provide the reason for the delay.
Awaiting Social Security Number
Technical Problems
Audit Revealed that New Hire Was Not Run
Federal Contractor with E-Verify Clause verifying an existing employee
Other

Step 18: The final Verification Completed page displays. Do one of the following as necessary:

- Click the View EEV Details / Close EEV hyperlink to navigate to the E-Verify Case Details page. The View EEV Details / Close EEV hyperlink only displays if your business or organization automatically submits EEV / E-Verify orders.
- Click **Print this I-9** to open the completed Form I-9 in PDF file format within a new browser window and then print a copy of the Form I-9 as necessary.
- Click **Go to Dashboard** to return to the COMPLI-9 Dashboard page.



If your business or organization *manually* submits EEV / E-Verify orders, the **Order an EEV** button also displays. You can click **Order an EEV** to manually initiate the EEV order process. Under these circumstances, the View EEV Details / Close EEV hyperlink *does not* initially display. In this case, you must click **Order an EEV** *before* you click the View EEV Details / Close EEV hyperlink to navigate to the E-Verify Case Details page.

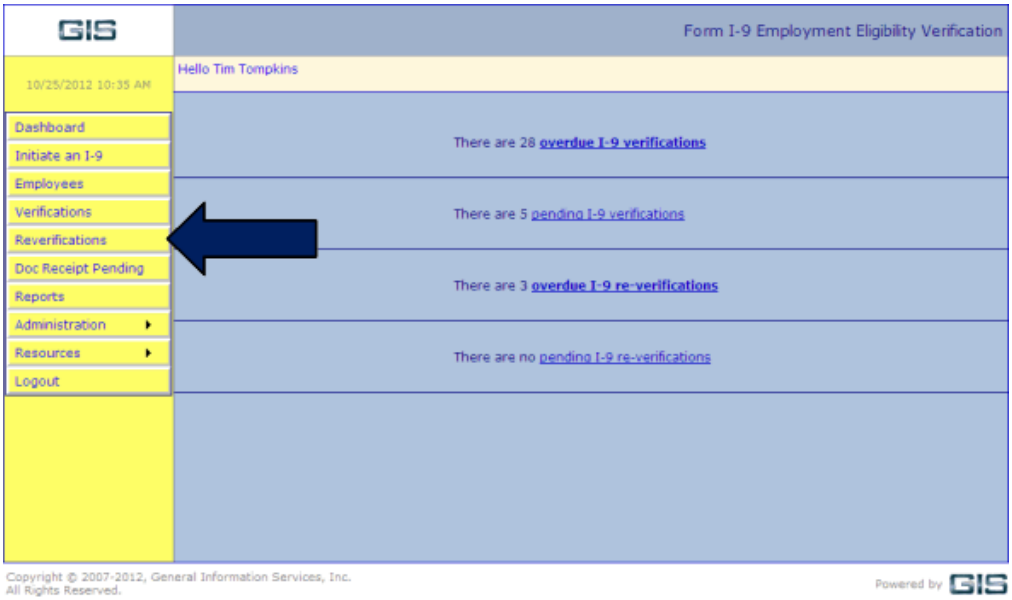
If your business or organization automatically or manually submits EEV / E-Verify orders, refer to Appendix D for further instructions on completing the EEV/E-Verify request.

If employees select the Social Security Number Applied For checkbox when completing Section 1 of the Form I-9, your business or organization automatically or manually submits EEV / E-Verify orders, and system administrators configure your Compli-9 environment to allow employees to avoid providing their SSN when completing Section 1, you should use the Sec. 1 SSN Pending function to reset their login credentials and allow them to provide their SSN and electronic signature. At this point you can automatically or manually submit the EEV / E-Verify order. Refer to the Pending Social Security Numbers for Form I-9 Section 1 chapter for more information on this functionality.

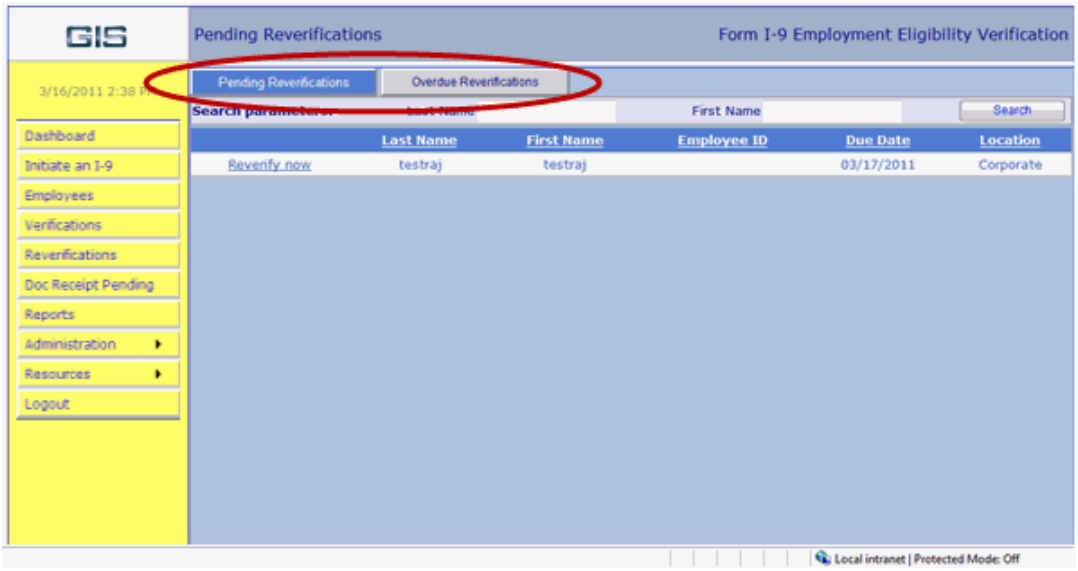
6 Reverification of Documents (Form I-9 Section 3)

Step 1: From the COMPLI-9 Dashboard page, do one of the following:

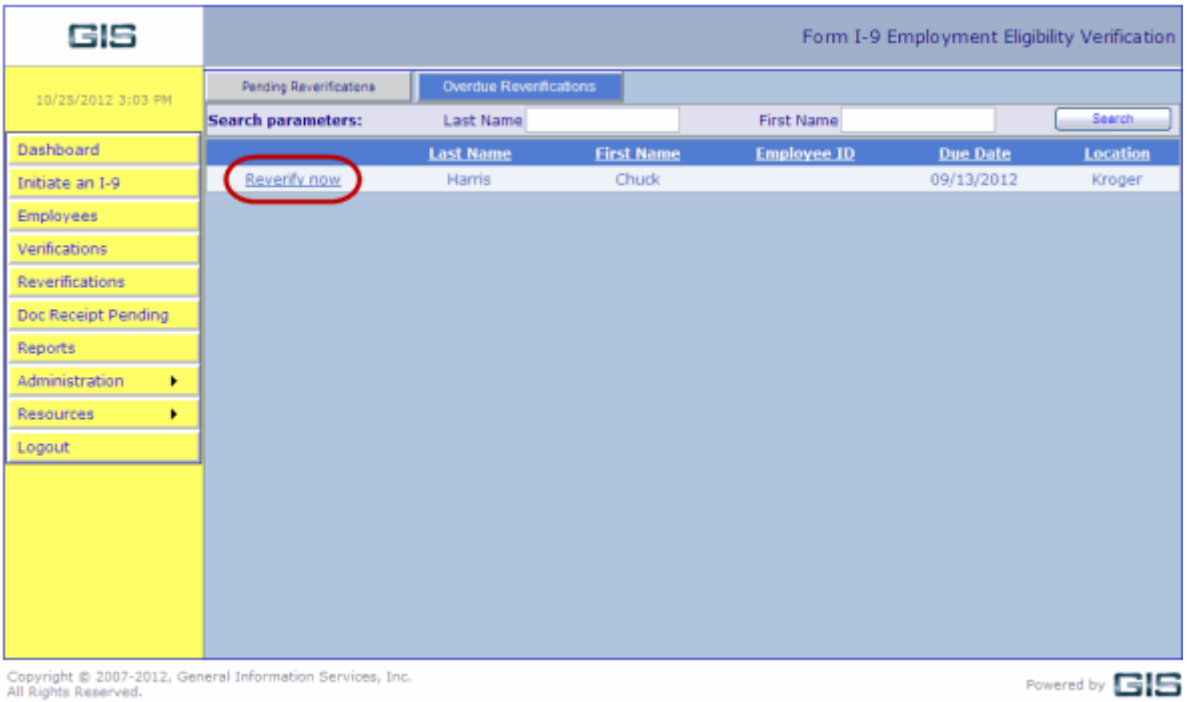
- Click the Reverifications hyperlink from the Navigation Menu section to reverify documents that a current employee presents.
- If the Work Authorization documentation has expired for the employee, click the overdue I-9 re-verifications hyperlink from the COMPLI-9 Dashboard page and proceed to Step 3.
- If the Work Authorization documents for employee will expire within 90 days or less, click the pending I-9 re-verifications hyperlink from the COMPLI-9 Dashboard page and proceed to Step 3.



Step 2: The Employee Verifications page displays. From the Employee Verifications page, you can click **Pending Reverifications** to access the Pending Reverifications page or click **Overdue Reverifications** to access the Overdue Reverifications page. Refer to the Welcome to the I-9 Dashboard chapter for more information on the pending and overdue I-9 reverification statuses.



Step 3: Click the Reverify now hyperlink for the employee record for which you want to reverify employment eligibility documents. The Reverify now hyperlink only displays for employees who have Work Authorization documents associated with their employee record that have either already expired or that will expire within 90 days.

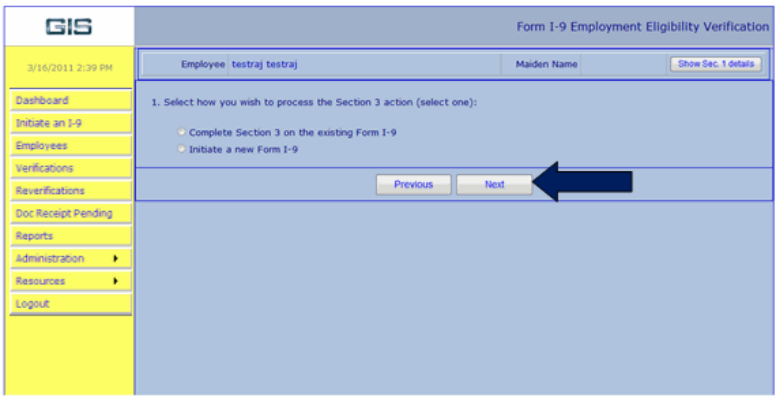


Step 4: The Employee Verifications page refreshes to display fields you can use to indicate your preference for the reverification process. Do one of the following:

- Select the Complete Section 3 on the existing Form I-9 radio button to complete Section 3 on the current Form I-9 during the reverification process and continue to Step 5.

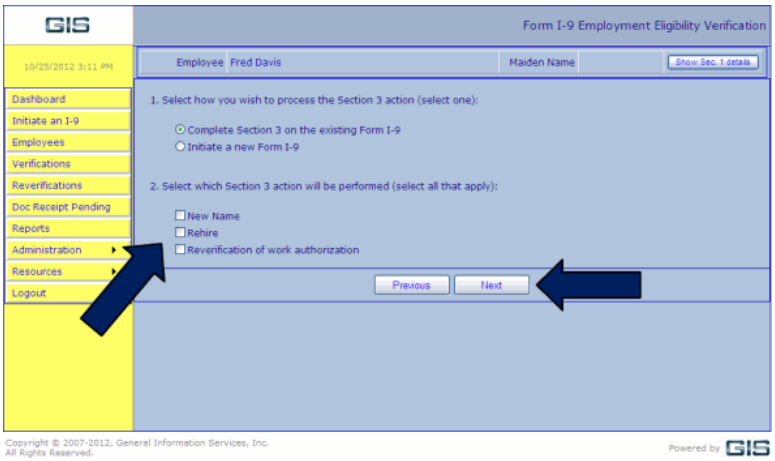
DHS requires all reverifications to be completed on the most current version of the Form I-9. If the Form I-9 from the original verification uses an *expired* version of the form, the Compli-9 system is designed to automatically apply the changes you make during the reverification process towards the *most current* version of the Form I-9.

- Select the Initiate a new Form I-9 radio button to initiate a new I-9 verification request to obtain the updated Work Authorization documents for the employee and then click **Next**. Refer to Steps 14-18 of the Initiate an I-9 chapter for details on how to initiate the new I-9 verification request.



Step 5: The Employee Verifications page refreshes to display fields you can use to specify the type of reverify action you want to perform. Do one or more of the following as necessary:

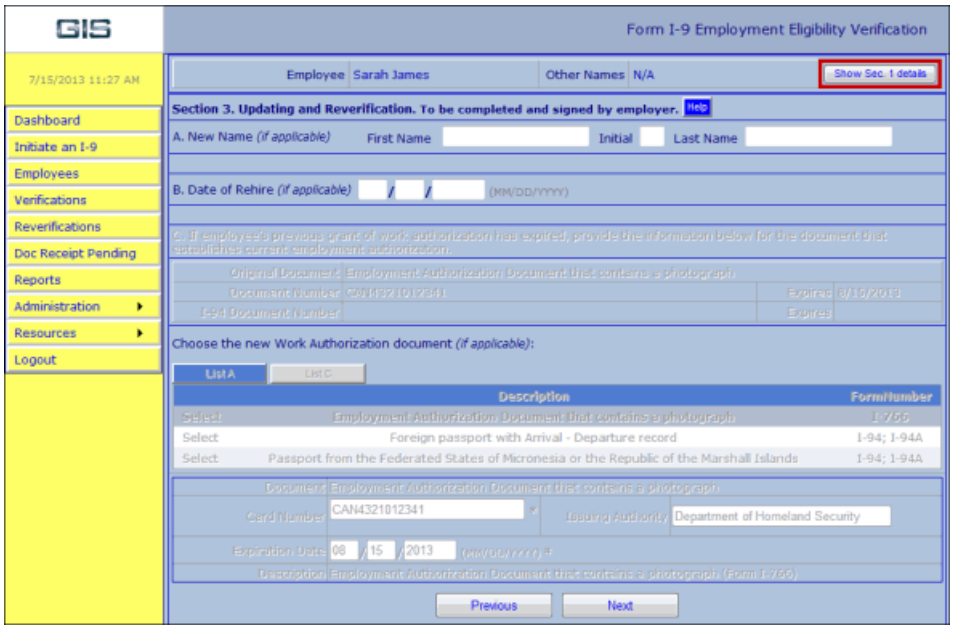
- Select the New Name checkbox if you need to make changes to the employee's name.
- Select the Rehire checkbox if you are rehiring the employee.
- Select the Reverification of work authorization checkbox if you only want to reverify the Work Authorization documents for the employee.



Step 6: Click **Next**. The Re-verification page displays. The Re-verification page includes fields you can use to update the employee's name, provide the rehire date, or update their employment eligibility documents as necessary. Depending on the reverify action you selected in the previous step, some fields may display as inactive in sections A, B, or C on the Re-verification page. For example, if you only select the Reverification of work authorization checkbox in the previous step, only the Section C section includes active fields.

GIS
Form I-9 Employment Eligibility Verification
7/15/2013 11:27 AM
Employee Sarah James
Other Names N/A
Show Sec. 1 details
Section 3. Updating and Reverification. To be completed and signed by employer.
Help
A. New Name (if applicable)
First Name
Initial
Last Name
B. Date of Rehire (if applicable)
(MM/DD/YYYY)
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.
Original Document: Employment Authorization Document that contains a photograph
Document Number CAN4321012341
Expires 8/15/2013
I-94 Document Number
Expires
Choose the new Work Authorization document (if applicable):
List A
List C
Description
Form Number
Select Employment Authorization Document that contains a photograph I-766
Select Foreign passport with Arrival - Departure record I-94; I-94A
Select Passport from the Federated States of Micronesia or the Republic of the Marshall Islands I-94; I-94A
Document: Employment Authorization Document that contains a photograph
Card Number CAN4321012341
Issuing Authority Department of Homeland Security
Expiration Date 08 / 15 / 2013 (MM/DD/YYYY) *
Description: Employment Authorization Document that contains a photograph (Form I-766)
Previous
Next
Dashboard
Initiate an I-9
Employees
Verifications
Reverifications
Doc Receipt Pending
Reports
Administration
Resources
Logout

Step 7: Click **Show Sec. 1 details** as necessary to view the information that the employee provided when completing Section 1 of the Form I-9. If you click **Show Sec. 1 details**, you can subsequently click **Hide Sec. 1** details to collapse this information on the Re-verification page.

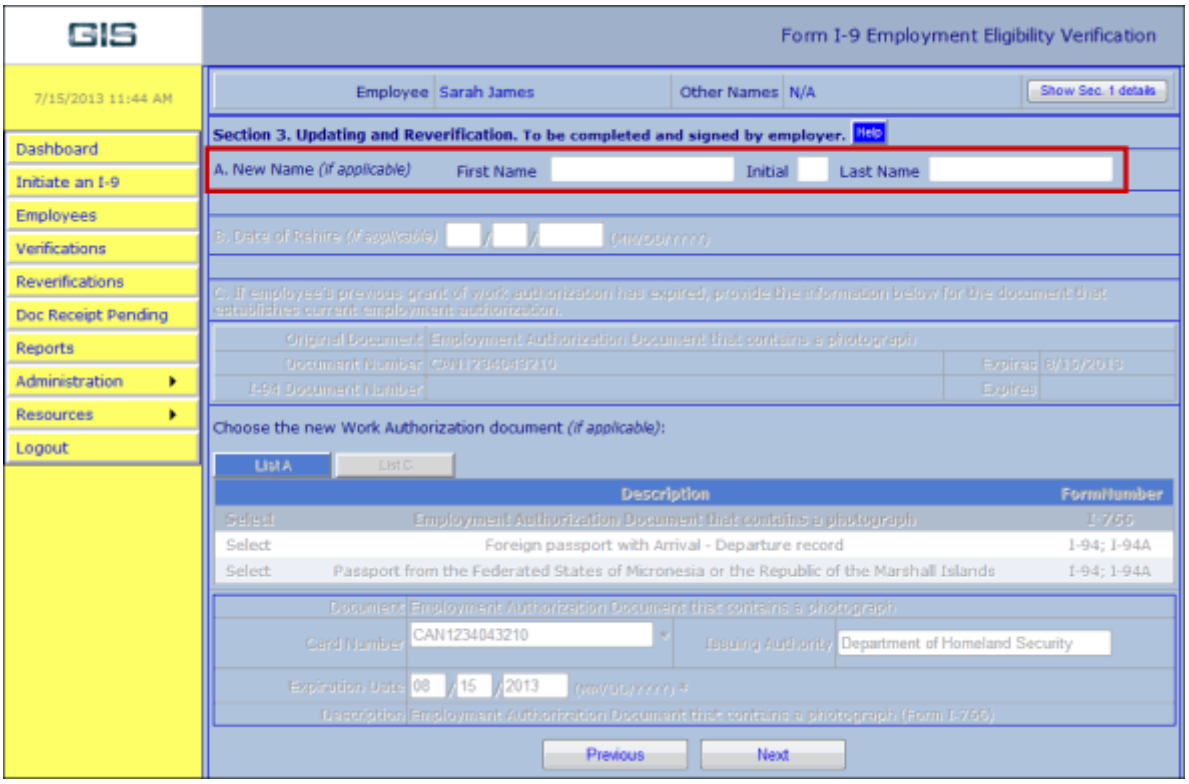

GIS
Form I-9 Employment Eligibility Verification
7/15/2013 11:27 AM
Employee Sarah James
Other Names N/A
Show Sec. 1 details
Section 3. Updating and Reverification. To be completed and signed by employer.
Help
A. New Name (if applicable)
First Name
Initial
Last Name
B. Date of Rehire (if applicable)
(MM/DD/YYYY)
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.
Original Document: Employment Authorization Document that contains a photograph
Document Number CAN4321012341
Expires 8/15/2013
I-94 Document Number
Expires
Choose the new Work Authorization document (if applicable):
List A
List C
Description
Form Number
Select Employment Authorization Document that contains a photograph I-766
Select Foreign passport with Arrival - Departure record I-94; I-94A
Select Passport from the Federated States of Micronesia or the Republic of the Marshall Islands I-94; I-94A
Document: Employment Authorization Document that contains a photograph
Card Number CAN4321012341
Issuing Authority Department of Homeland Security
Expiration Date 08 / 15 / 2013 (MM/DD/YYYY) *
Description: Employment Authorization Document that contains a photograph (Form I-766)
Previous
Next
Dashboard
Initiate an I-9
Employees
Verifications
Reverifications
Doc Receipt Pending
Reports
Administration
Resources
Logout

Step 8: Do one of the following:

- If you selected the New Name checkbox in Step 5, continue to the next step.
- If you selected the Rehire checkbox in Step 5, proceed to Step 10.
- If you selected the Reverification of work authorization checkbox in Step 5, refer to Step 11.

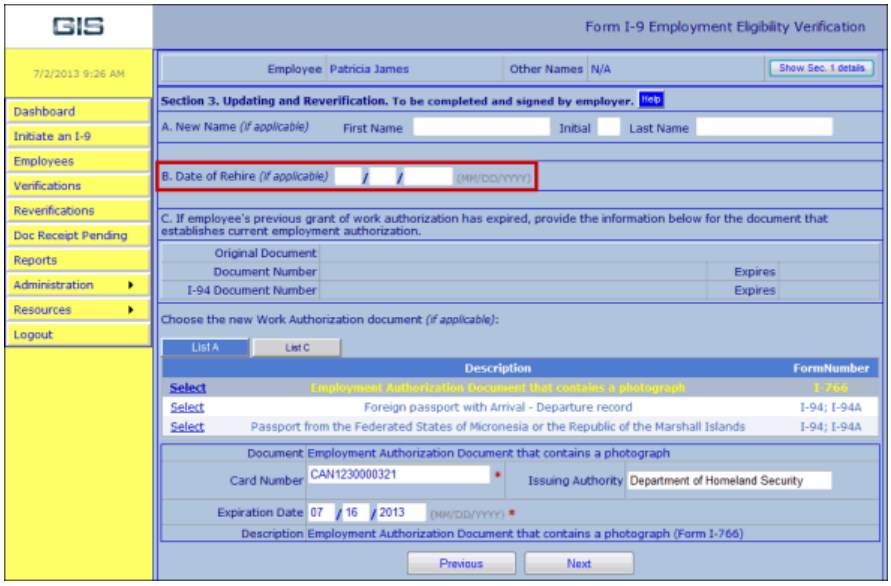
Step 9: From Section A, type the new first name, middle initial, and last name for the employee in the First Name, Initial, and Last Name fields. Do one of the following:

- If you only selected the New Name checkbox in Step 5, continue to Step 13.
- If you also selected the Rehire checkbox in Step 5, proceed to the next step.
- If you did not select the Rehire checkbox but selected the Reverification of work authorization checkbox in addition to the New Name checkbox in Step 5, proceed to Step 11.



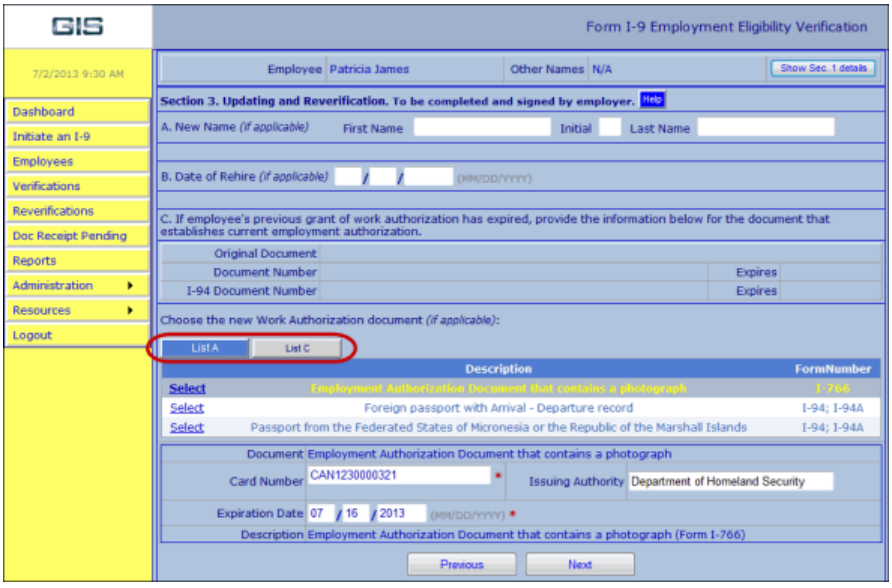
Step 10: From Section B, type the rehire date, in MM/DD/YYYY format, for the employee in the Date of Rehire fields. Do one of the following:

- If you only selected the Rehire checkbox in Step 5, continue to Step 13.
- If you also selected the Reverification of work authorization checkbox checkbox in Step 5, proceed to the next step.

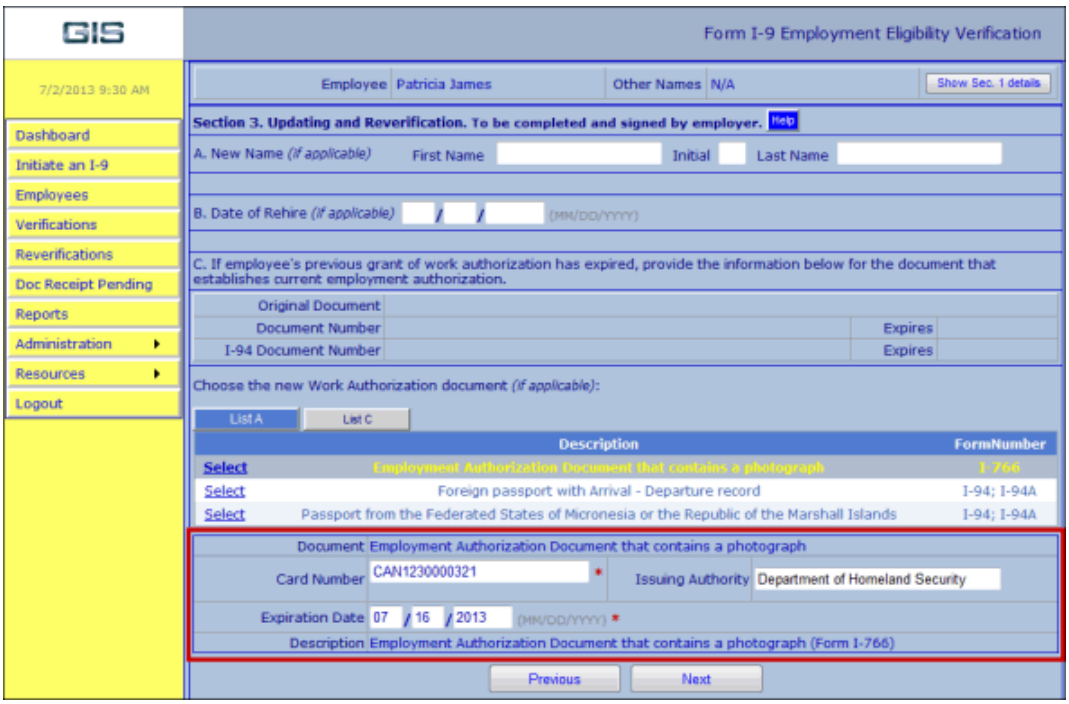


Step 11: Do one of the following as necessary, depending on the type of employment eligibility document you want to reverify:

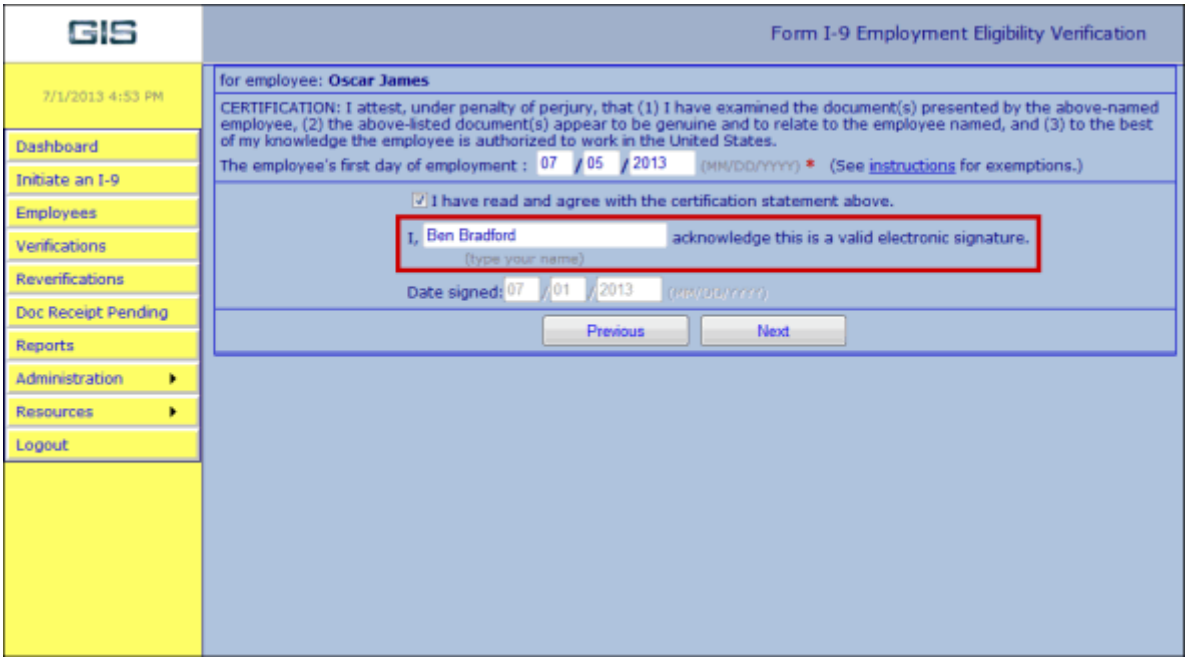
- From Section C, click **List A** if the employee provides an employment eligibility document from List A of the Form I-9.
- From Section C, click **List C** if the employee provides an employment eligibility document from List C of the Form I-9.



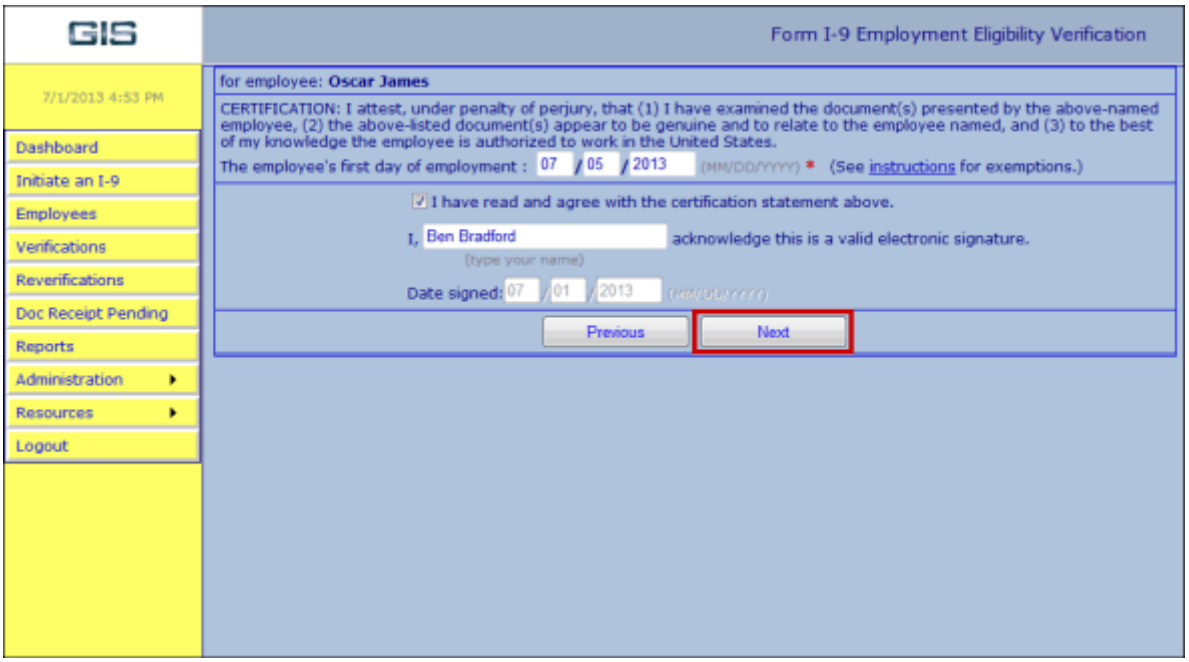
Step 12: Click the corresponding Select hyperlink for the List A or List C document you want to reverify. The Section C section refreshes to display fields you can use to provide details for the employment eligibility document. Complete the fields from the refreshed Section C section.


GIS
Form I-9 Employment Eligibility Verification
7/2/2013 9:30 AM
Dashboard
Initiate an I-9
Employees
Verifications
Reverifications
Doc Receipt Pending
Reports
Administration
Resources
Logout
Employee Patricia James Other Names N/A
Show Sec. 1 details
Section 3. Updating and Reverification. To be completed and signed by employer.
Help
A. New Name (if applicable) First Name Initial Last Name
B. Date of Rehire (if applicable) (MM/DD/YYYY)
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.
Original Document
Document Number Expires
I-94 Document Number Expires
Choose the new Work Authorization document (if applicable):
List A
List C
Description FormNumber
Select Employment Authorization Document that contains a photograph I-766
Select Foreign passport with Arrival - Departure record I-94; I-94A
Select Passport from the Federated States of Micronesia or the Republic of the Marshall Islands I-94; I-94A
Document Employment Authorization Document that contains a photograph
Card Number CAN1230000321 *
Issuing Authority Department of Homeland Security
Expiration Date 07 / 16 / 2013 (MM/DD/YYYY) *
Description Employment Authorization Document that contains a photograph (Form I-766)
Previous
Next

Step 13: The User eSignature page displays. The User eSignature page is designed to certify that you have read and agree with the certification statement of the Form I-9 and obtain your electronic signature to meet legal requirements of the I-9 reverification process. Select the checkbox to indicate you have read and agree with the certification statement and then type your name in the subsequent eSignature text field. The Date signed field display the current date by default.

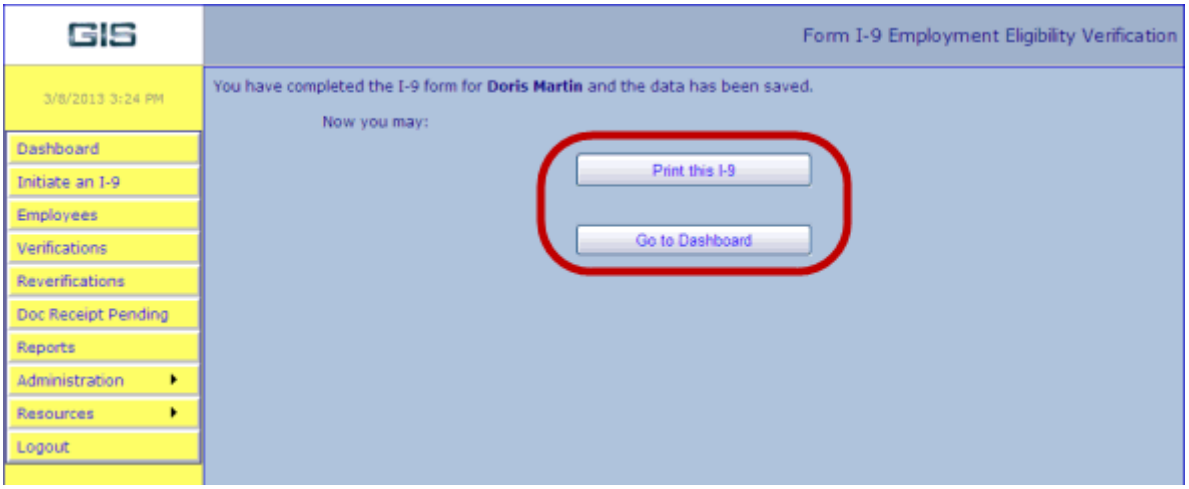

GIS
Form I-9 Employment Eligibility Verification
7/1/2013 4:53 PM
Dashboard
Initiate an I-9
Employees
Verifications
Reverifications
Doc Receipt Pending
Reports
Administration
Resources
Logout
for employee: Oscar James
CERTIFICATION: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.
The employee's first day of employment : 07 / 05 / 2013 (MM/DD/YYYY) * (See instructions for exemptions.)
I have read and agree with the certification statement above.
I, Ben Bradford acknowledge this is a valid electronic signature.
(type your name)
Date signed: 07 / 01 / 2013 (MM/DD/YYYY)
Previous
Next

Step 14: Click **Next** to complete Section 3 of the Form I-9 and save the data.

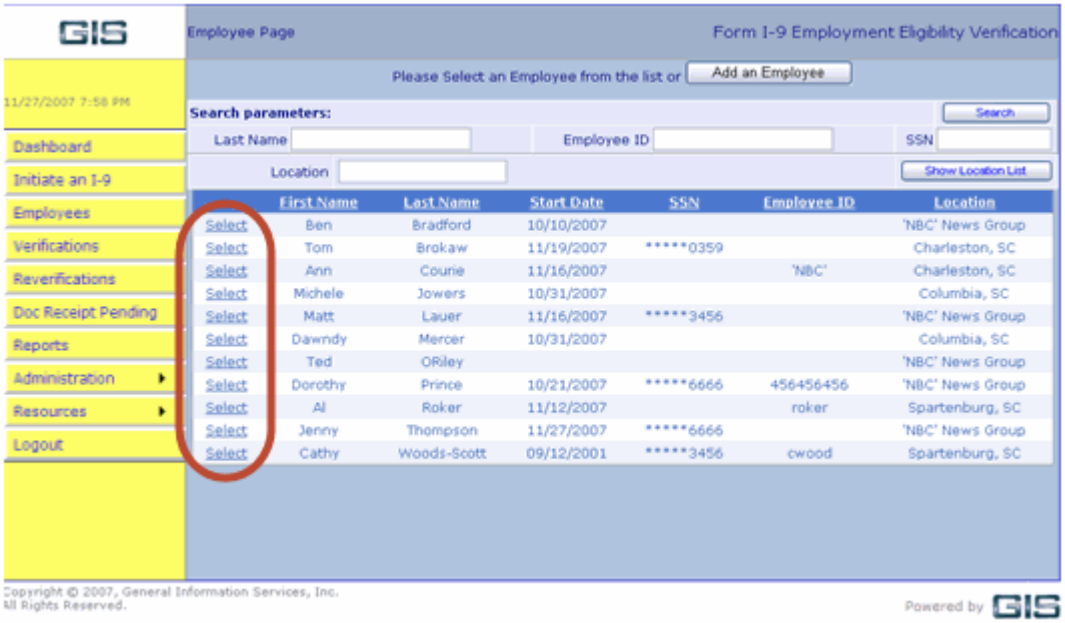

GIS
Form I-9 Employment Eligibility Verification
7/1/2013 4:53 PM
Dashboard
Initiate an I-9
Employees
Verifications
Reverifications
Doc Receipt Pending
Reports
Administration
Resources
Logout
for employee: Oscar James
CERTIFICATION: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.
The employee's first day of employment : 07 / 05 / 2013 (MM/DD/YYYY) * (See instructions for exemptions.)
I have read and agree with the certification statement above.
I, Ben Bradford acknowledge this is a valid electronic signature.
(type your name)
Date signed: 07 / 01 / 2013 (MM/DD/YYYY)
Previous
Next

Step 15: The final Verification Completed page displays. Do one of the following as necessary:

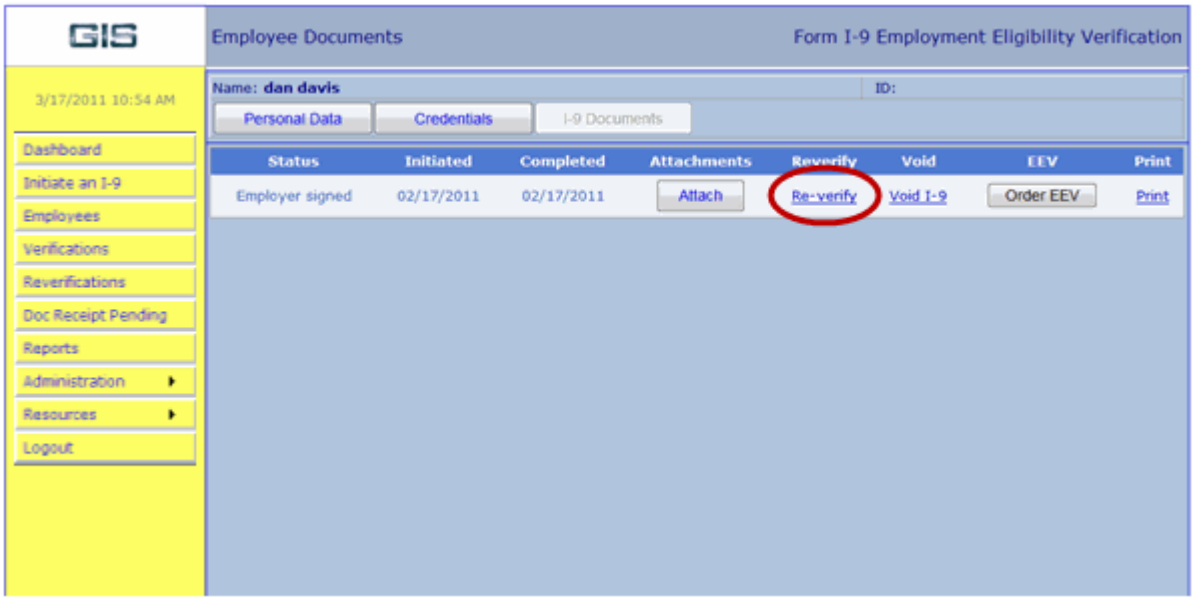
- Click **Print this I-9** to open the completed Form I-9 in PDF file format within a new browser window and then print a copy of the Form I-9 as necessary.
- Click **Go to Dashboard** to return to the COMPLI-9 Dashboard page.



Step 16: In the event that you need to initiate a new I-9 for a rehired employee, on the COMPLI-9 Dashboard page, click the Employees hyperlink from the Navigation Menu section, perform a search to locate the employee record on the Employee Page as necessary, and then click the corresponding Select hyperlink for the rehired employee.



Step 17: Select the I-9 Documents tab to access the Employee Documents page. From the Employee Documents page, click the Re-verify hyperlink, and then repeat Steps 4-14 of this chapter.



7 Attaching Copies of Documents

The Compli-9 system provides two different methods for attaching copies of documents for employees:

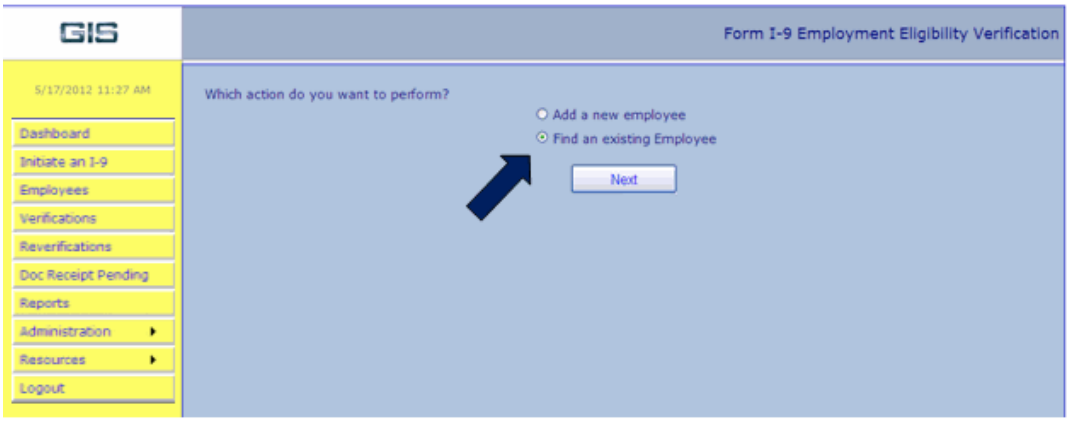
- Upload a scanned paper copy of the Form I-9
- Attach Form I-9 employment eligibility document supplements

The primary difference between these two methods is that you must initiate a new I-9 verification record when uploading a scanned paper copy of the Form I-9 to retain for employees. When attaching employment eligibility documents to supplement an existing I-9 verification record, you *do not* need to initiate a new I-9 verification record for the employee. Instead, you can simply upload and attach the document to the existing I-9 verification record for the employee via the Employee Documents page.

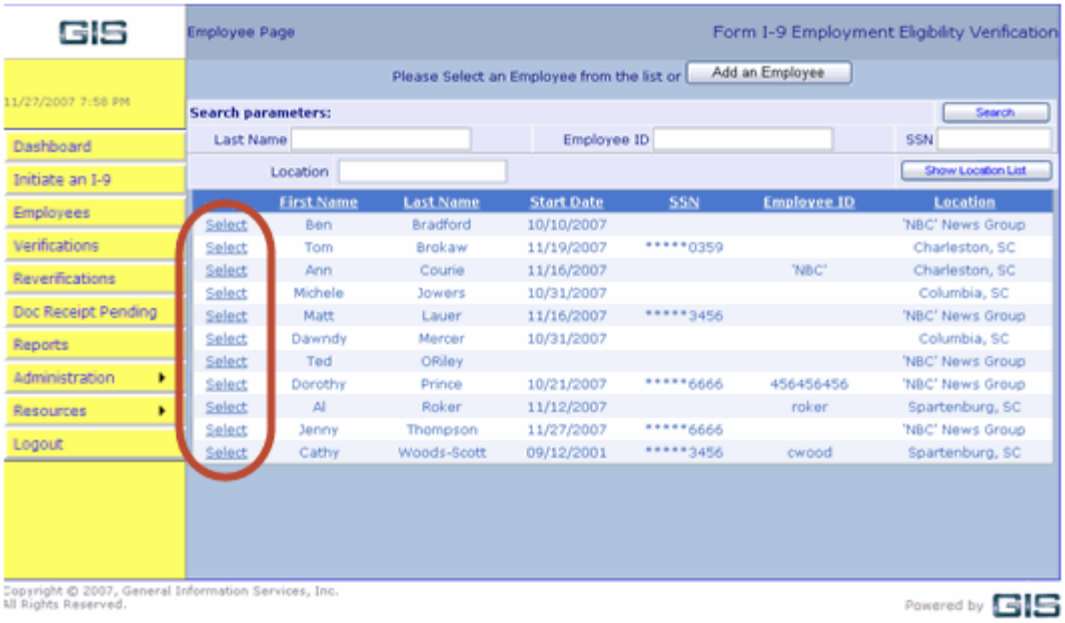
Uploading Form I-9 Copies

Step 1: In order to attach a file copy of the scanned paper Form I-9 to the employee record for employees, you must initiate a new I-9 verification record for the employee. From the COMPLI-9 Dashboard page, click the Initiate an I-9 hyperlink from the Navigation Menu.

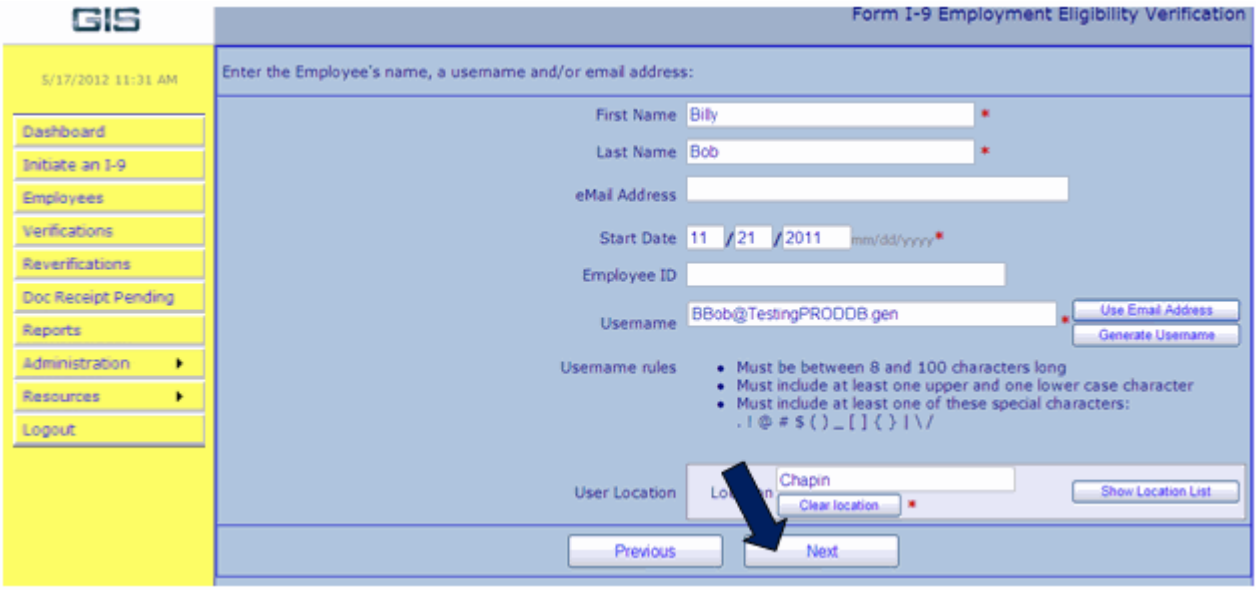
Step 2: Since an employee record already exists for your employee within the Compli-9 system, from the initial Initiate an I-9 page, select the Find an existing Employee radio button and then click **Next**.



Step 3: From the Employee Search section of the Initiate an I-9 page, perform a search and apply filter criteria as necessary to locate the employee and then click the corresponding Select hyperlink for the employee record.


GIS
Employee Page
Form I-9 Employment Eligibility Verification
Please Select an Employee from the list or
Add an Employee
11/27/2007 7:58 PM
Search parameters:
Search
Last Name
Employee ID
SSN
Location
Show Location List
First Name | Last Name | Start Date | SSN | Employee ID | Location
Select | Ben | Bradford | 10/10/2007 | | 'NBC' News Group
Select | Tom | Brokaw | 11/19/2007 | *****0359 | Charleston, SC
Select | Ann | Courie | 11/16/2007 | 'NBC' | Charleston, SC
Select | Michele | Jowers | 10/31/2007 | | Columbia, SC
Select | Matt | Lauer | 11/16/2007 | *****3456 | 'NBC' News Group
Select | Dawndy | Mercer | 10/31/2007 | | Columbia, SC
Select | Ted | ORiley | | | 'NBC' News Group
Select | Dorothy | Prince | 10/21/2007 | *****6666 | 456456456 | 'NBC' News Group
Select | Al | Roker | 11/12/2007 | | roker | Spartenburg, SC
Select | Jenny | Thompson | 11/27/2007 | *****6666 | 'NBC' News Group
Select | Cathy | Woods-Scott | 09/12/2001 | *****3456 | cwood | Spartenburg, SC
Dashboard
Initiate an I-9
Employees
Verifications
Reverifications
Doc Receipt Pending
Reports
Administration
Resources
Logout
Copyright © 2007, General Information Services, Inc.
All Rights Reserved.
Powered by GIS

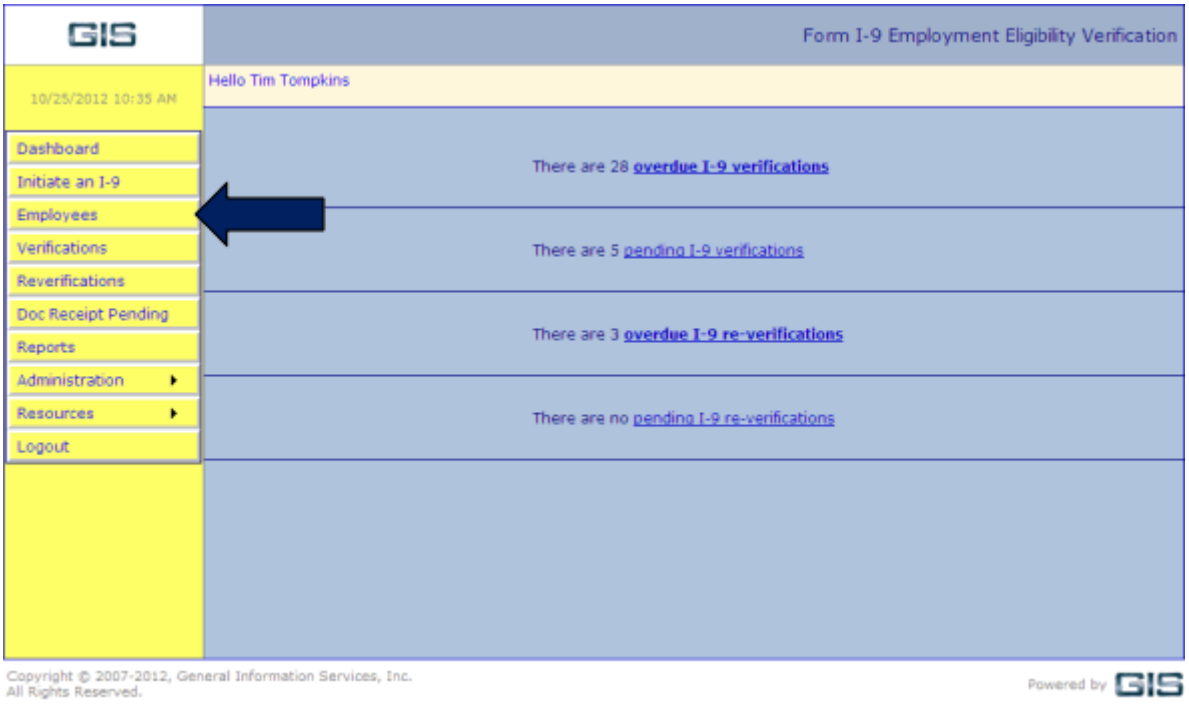
Step 4: The Initiate an I-9 page refreshes to display fields that include demographic information for the existing employee. *Do not* change any of the information. Click **Next**.



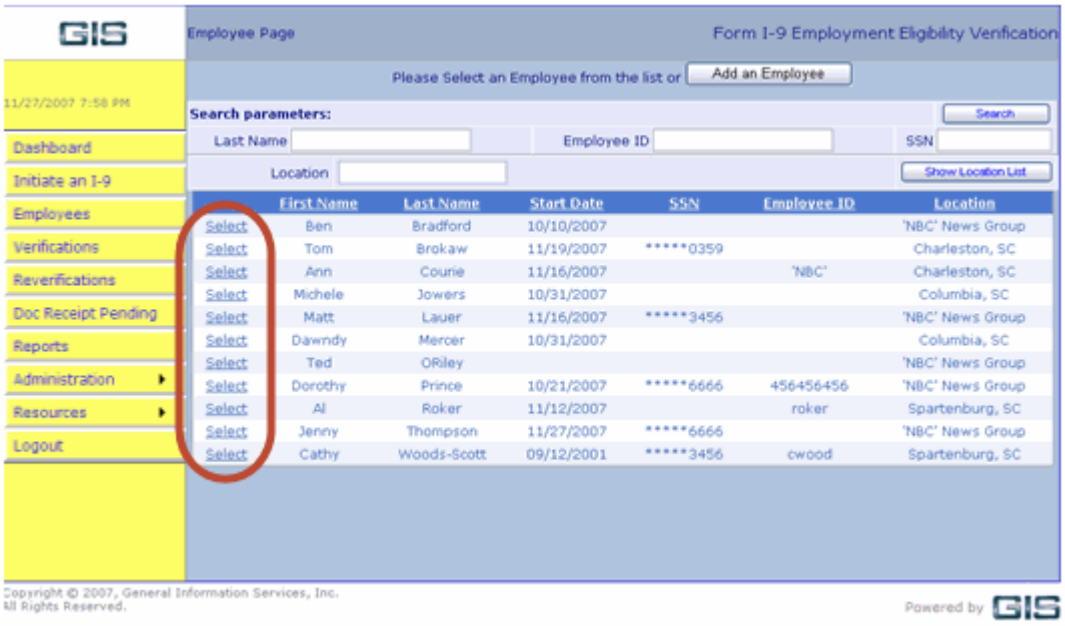
Step 5: The Initiate an I-9 page refreshes to display the Employee Information section, which indicates that the employee data has been saved and a new I-9 verification record has been initiated for the employee. Click **Print Credentials**.

Step 6: From the Print User Info page, avoid printing the updated credentials for the employee. Click **Go to Dashboard**.

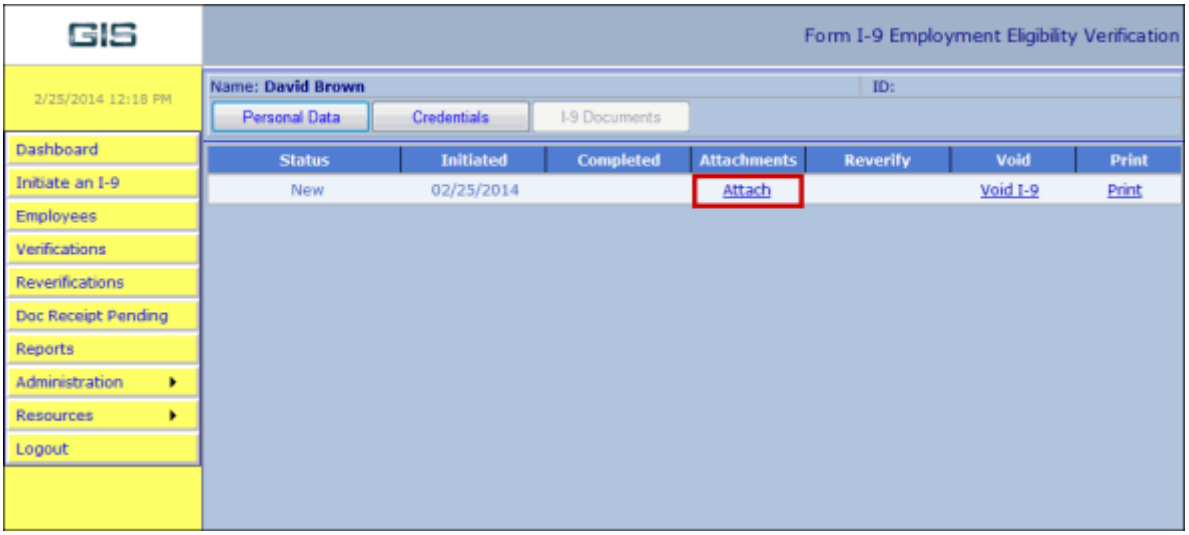
Step 7: From the COMPLI-9 Dashboard page, click the Employees hyperlink from the Navigation Menu.



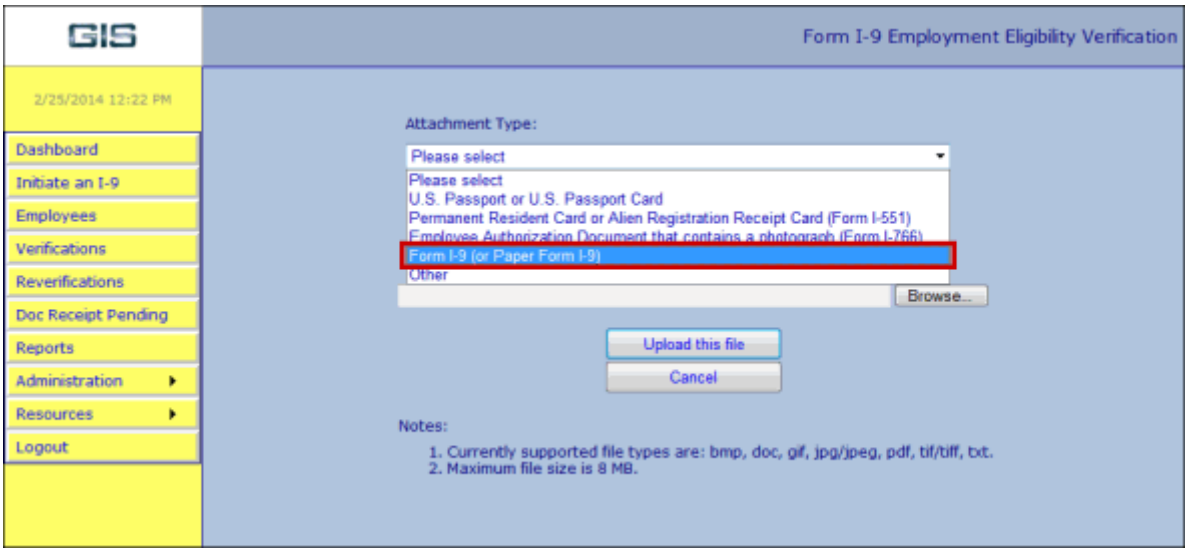
Step 8: From the Employee Search section of the Employee Page, perform a search or apply filter criteria to locate the employee record for which you want to attach the document and then click the corresponding Select hyperlink for the employee record.


GIS
Employee Page
Form I-9 Employment Eligibility Verification
11/27/2007 7:58 PM
Please Select an Employee from the list or
Add an Employee
Search parameters:
Search
Last Name
Employee ID
SSN
Location
Show Location List
Dashboard
Initiate an I-9
Employees
Verifications
Reverifications
Doc Receipt Pending
Reports
Administration
Resources
Logout
First Name | Last Name | Start Date | SSN | Employee ID | Location
Select | Ben | Bradford | 10/10/2007 | | | 'NBC' News Group
Select | Tom | Brokaw | 11/19/2007 | *****0359 | | Charleston, SC
Select | Ann | Courie | 11/16/2007 | | 'NBC' | Charleston, SC
Select | Michele | Jowers | 10/31/2007 | | | Columbia, SC
Select | Matt | Lauer | 11/16/2007 | *****3456 | | 'NBC' News Group
Select | Dawndy | Mercer | 10/31/2007 | | | Columbia, SC
Select | Ted | ORiley | | | | 'NBC' News Group
Select | Dorothy | Prince | 10/21/2007 | *****6666 | 456456456 | 'NBC' News Group
Select | Al | Roker | 11/12/2007 | | roker | Spartenburg, SC
Select | Jenny | Thompson | 11/27/2007 | *****6666 | | 'NBC' News Group
Select | Cathy | Woods-Scott | 09/12/2001 | *****3456 | cwood | Spartenburg, SC
Copyright © 2007, General Information Services, Inc.
All Rights Reserved.
Powered by GIS

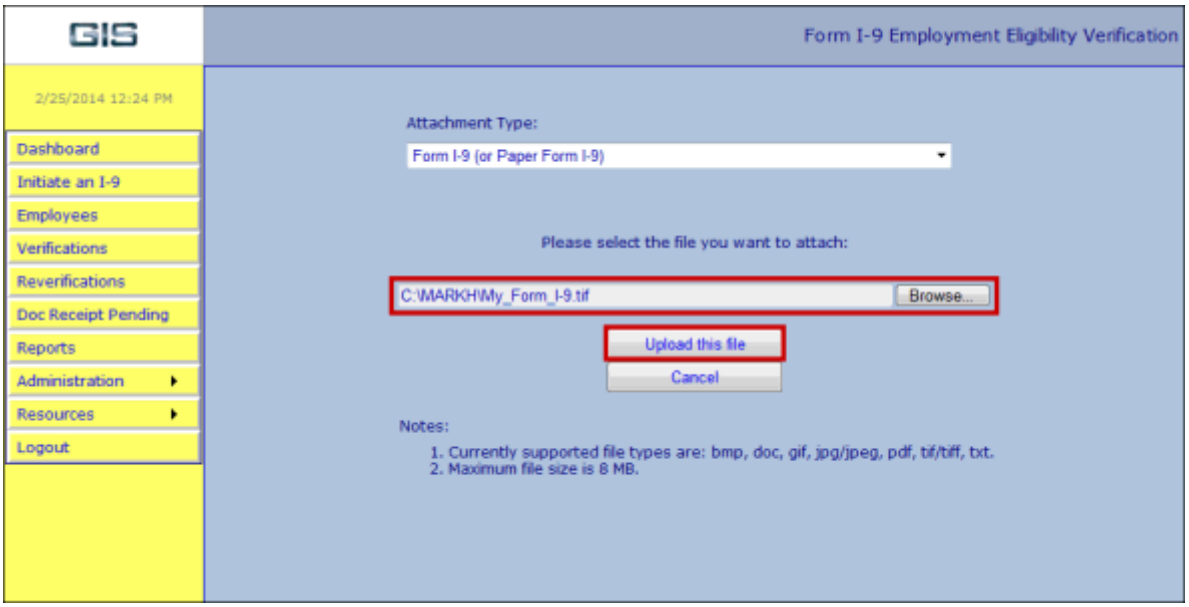
Step 9: Click the I-9 Documents tab to access the Employee Documents page and then locate the I-9 verification record for which you want to attach the document, which displays with a Status column value of New. Click the Attach hyperlink from the Attachments column for the corresponding record.



Step 10: The Attach a File page displays. From the Attach a File page, select the Form I-9 (or Paper Form I-9) option from the Attachment Type drop-down field.



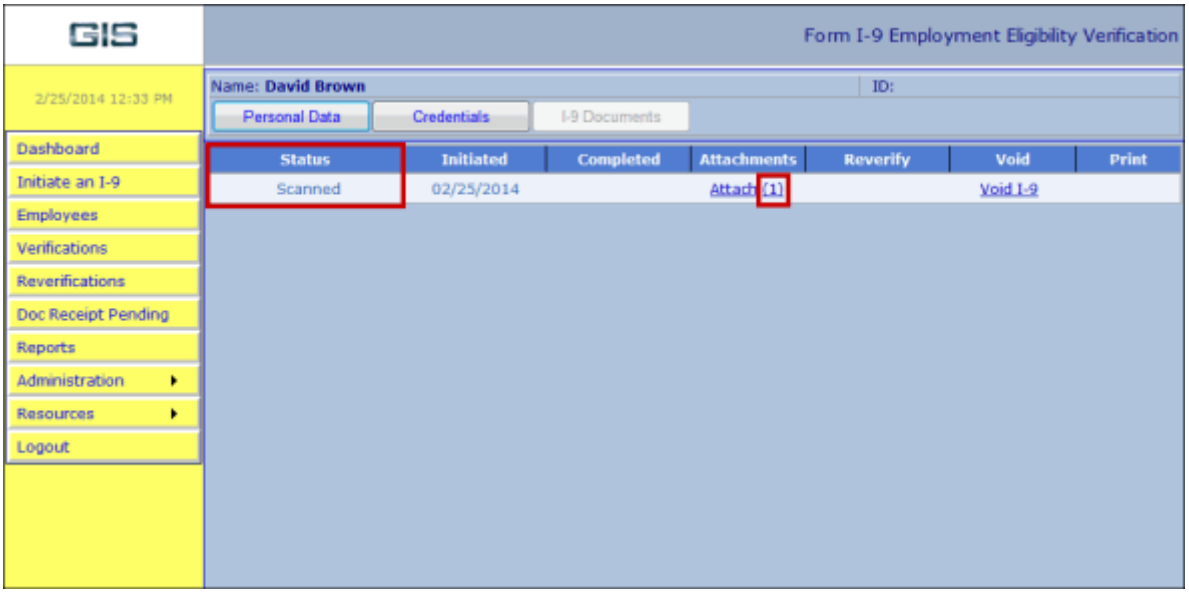
Step 11: From the Attach a File page, click **Browse**, locate and select the scanned paper Form I-9 file you want to attach, and then click **Upload this file**.



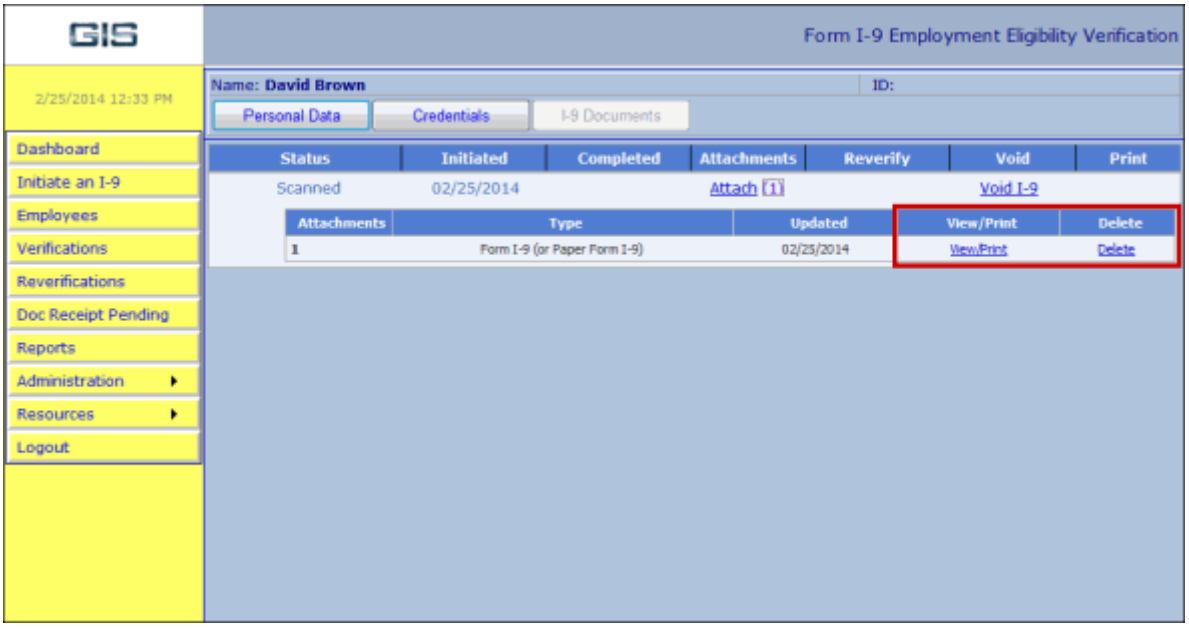
Step 12: The Attach a File page refreshes to display a message to indicate that the document has been uploaded successfully. Click **Attach This File** to confirm you want to attach the file.

Step 13: The Attach a File page refreshes to display a message to indicate that you have successfully attached the file. Click **Continue**.

Step 14: The Employee Documents page displays. Note that the Status column value for the I-9 verification record to which you attached the document in Steps 9-13 now displays with a Status column value of Scanned on the Employee Documents page, indicating that you have successfully attached a copy of the document for the employee. The Attachments column also displays a number in parenthesis to indicate that Form I-9 employment eligibility document supplements exist for the I-9 verification record. You can click the number hyperlink to expand the Attachments section for the I-9 verification record.

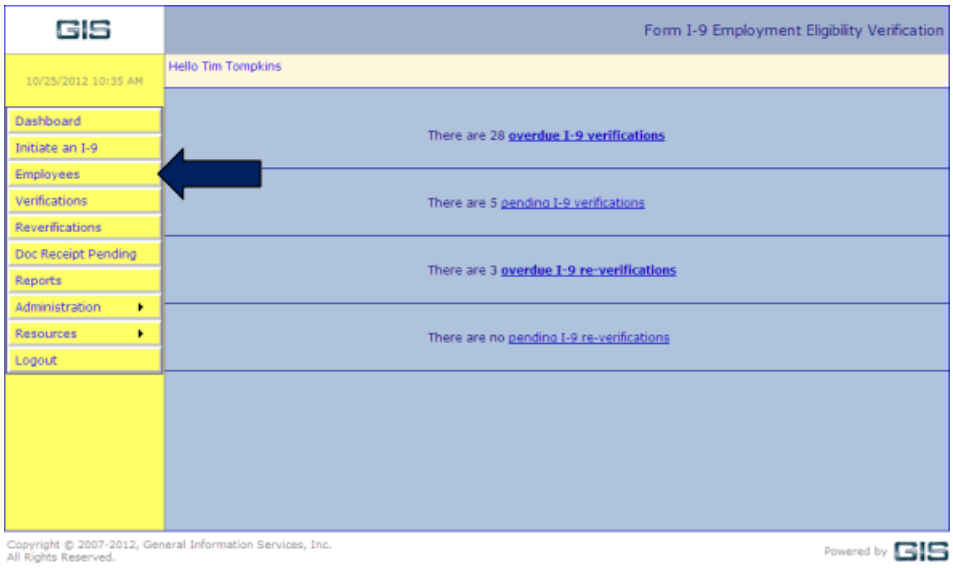


Step 15: From the expanded Attachments section, you can click the View/Print column hyperlink to open and then view or print the scanned paper copy of the Form I-9. You can also click the Delete column hyperlink to remove the document as necessary.

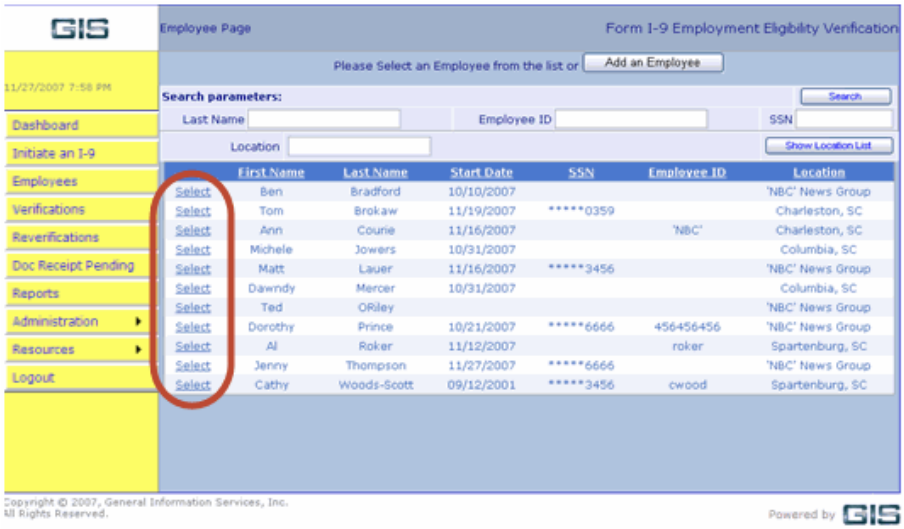


Uploading and Attaching Form I-9 Employment Eligibility Document Supplements

Step 1: In order to upload and attach file copies of Form I-9 employment eligibility documents to supplement the existing I-9 verification record for an employee, you *do not* need to initiate a new I-9 verification record for the employee. Instead, from the COMPLI-9 Dashboard page, click the Employees hyperlink from the Navigation Menu section.

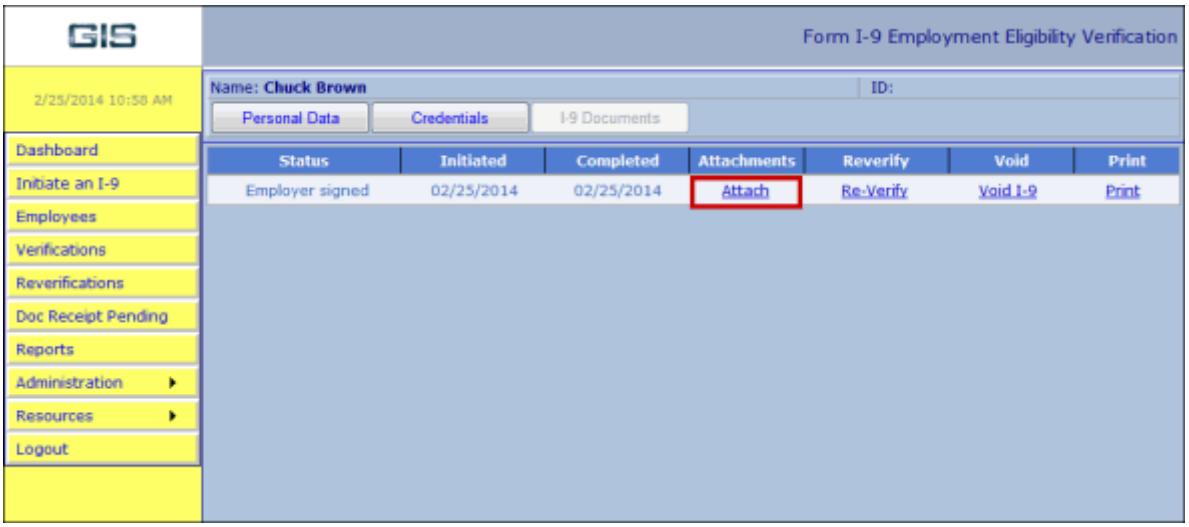


Step 2: From the Employee Search section of the Employee Page, perform a search or apply filter criteria to locate the employee record for which you want to upload and attach Form I-9 employment eligibility documents and then click the corresponding Select hyperlink from the Employees section.


GIS
Employee Page
Form I-9 Employment Eligibility Verification
11/27/2007 7:58 PM
Please Select an Employee from the list or
Add an Employee
Search parameters:
Search
Last Name
Employee ID
SSN
Location
Show Location List
Dashboard
Initiate an I-9
Employees
Verifications
Reverifications
Doc Receipt Pending
Reports
Administration
Resources
Logout
First Name | Last Name | Start Date | SSN | Employee ID | Location
Select | Ben | Bradford | 10/10/2007 | | | 'NBC' News Group
Select | Tom | Brokaw | 11/19/2007 | *****0359 | | Charleston, SC
Select | Ann | Courie | 11/16/2007 | | 'NBC' | Charleston, SC
Select | Michele | Jowers | 10/31/2007 | | | Columbia, SC
Select | Matt | Lauer | 11/16/2007 | *****3456 | | 'NBC' News Group
Select | Dawndy | Mercer | 10/31/2007 | | | Columbia, SC
Select | Ted | ORiley | | | | 'NBC' News Group
Select | Dorothy | Prince | 10/21/2007 | *****6666 | 456456456 | 'NBC' News Group
Select | Al | Roker | 11/12/2007 | | roker | Spartenburg, SC
Select | Jenny | Thompson | 11/27/2007 | *****6666 | | 'NBC' News Group
Select | Cathy | Woods-Scott | 09/12/2001 | *****3456 | cwood | Spartenburg, SC
Copyright © 2007, General Information Services, Inc.
All Rights Reserved.
Powered by GIS

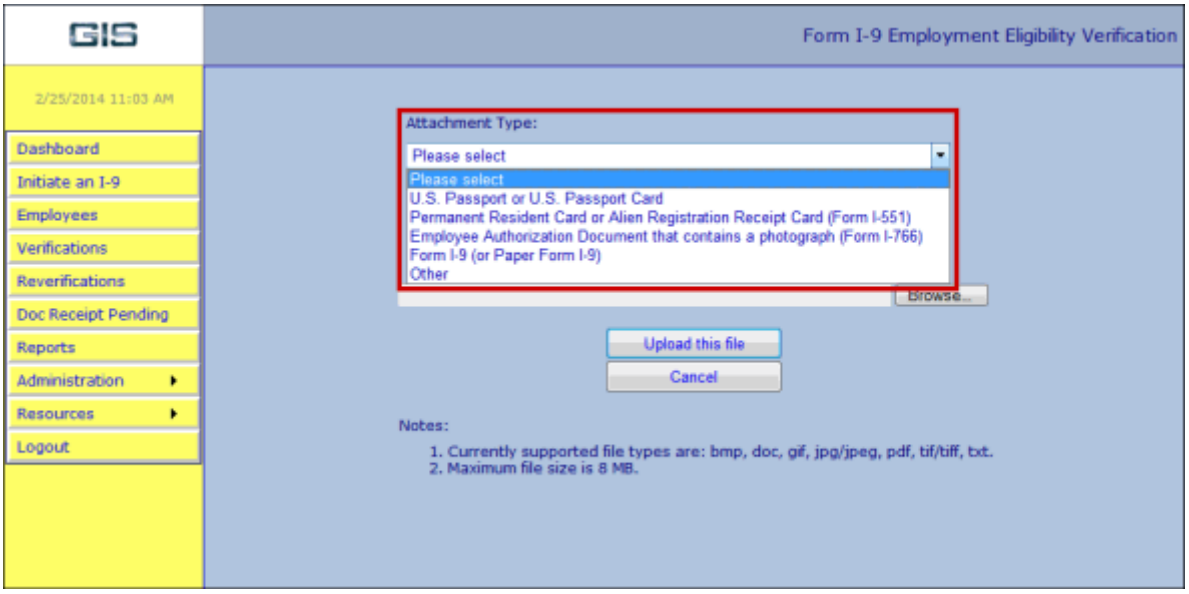
Step 3: Click the I-9 Documents tab to navigate to the Employee Documents page.

Step 4: From the Employee Documents page, click the Attach hyperlink from the Attachments column of the corresponding I-9 verification record for which you want to upload and attach Form I-9 employment eligibility documents.

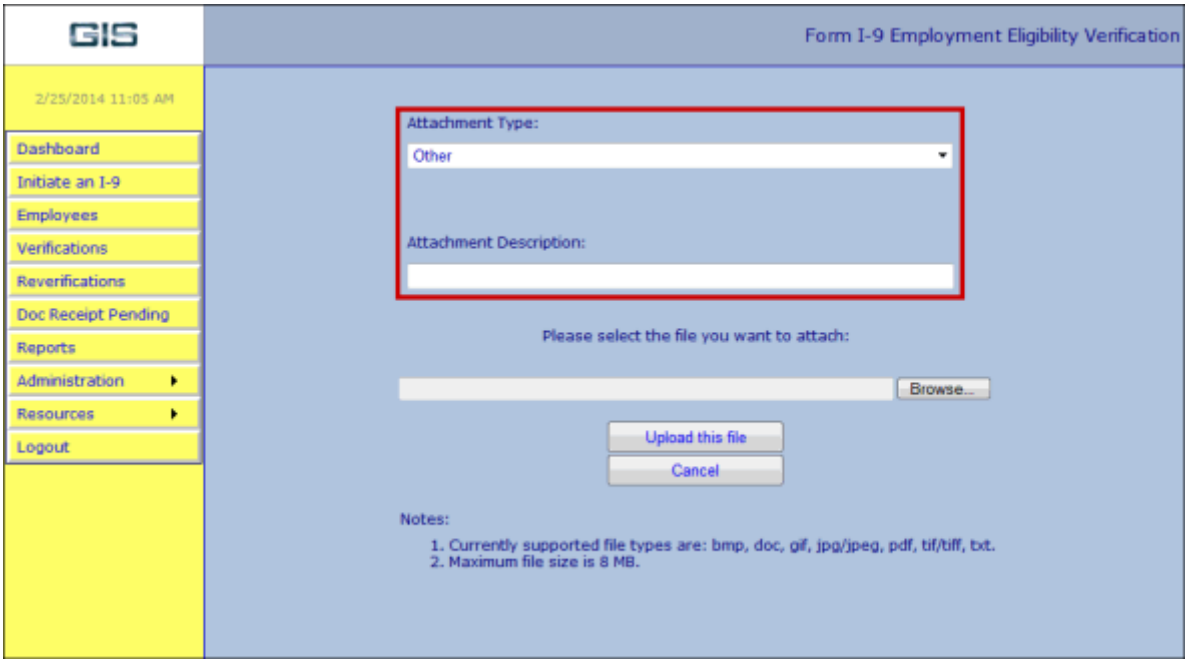


Step 5: The Attach a File page displays. From the Attach a File page, do one of the following as necessary, depending on the type or category for the employment eligibility document:

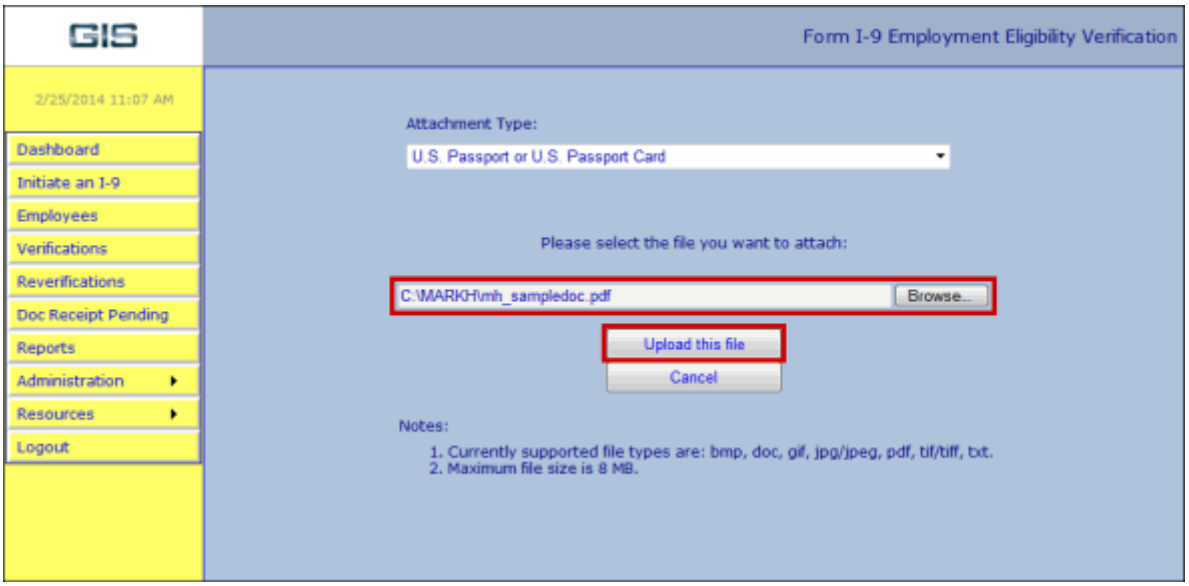
- If a standard attachment type option is applicable, select the attachment type for the document from the Attachment Type drop-down field.



- If a standard attachment type option from the Attachment Type drop-down field is *not* applicable, select the Other option from the Attachment Type drop-down field and then type a description for the document in the subsequent Attachment Description field. You can type up to 80 alphanumeric characters for the Attachment Description field.



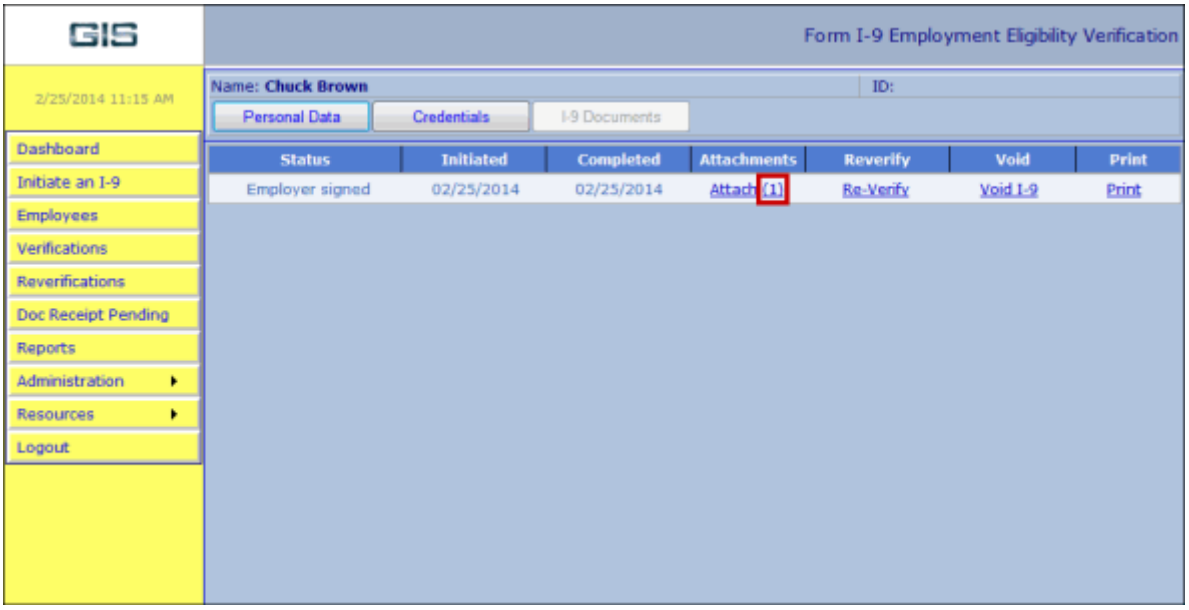
Step 6: Click **Browse**, locate and select the employment eligibility document you want to attach, and then click **Upload this file**.



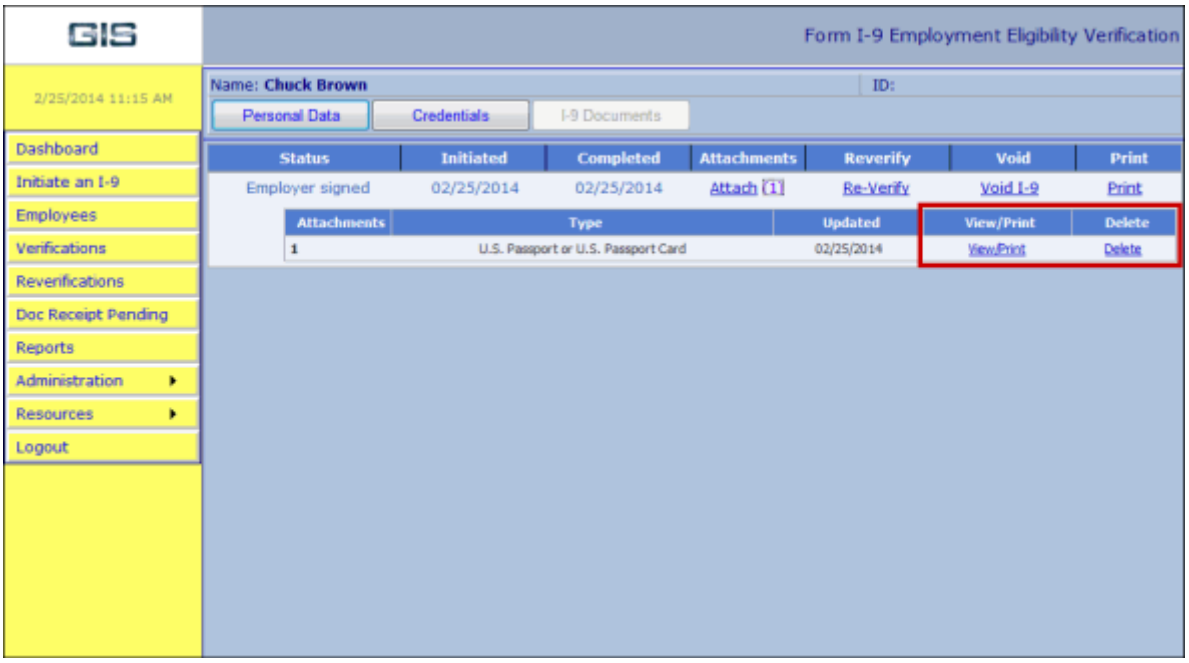
Step 7: The Attach a File page refreshes to display a message to indicate that the employment eligibility document has been uploaded successfully. Click **Attach This File** to confirm you want to attach the file.

Step 8: The Attach a File page refreshes to display a message to indicate that you have successfully attached the file. Click **Continue**.

Step 9: The Employee Documents page displays, and the Attachments column displays a number in parenthesis to indicate that Form I-9 employment eligibility document supplements exist for the I-9 verification record. You can click the number hyperlink to expand the Attachments section for the I-9 verification record.

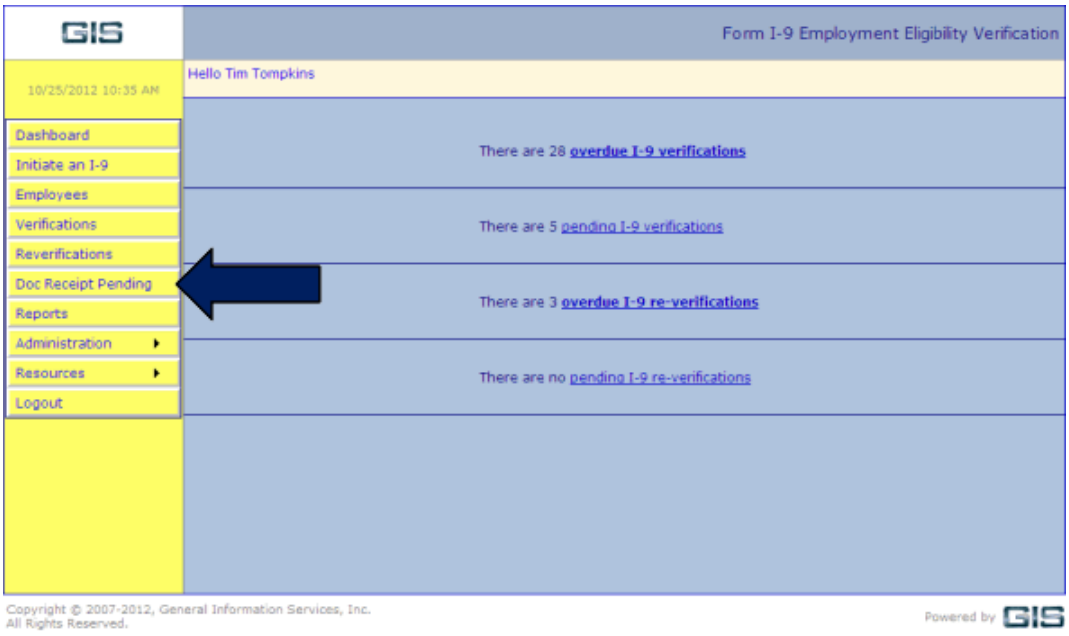


Step 10: From the expanded Attachments section, you can click the View/Print column hyperlink to open and then view or print the document. You can also click the Delete column hyperlink to remove the document as necessary.

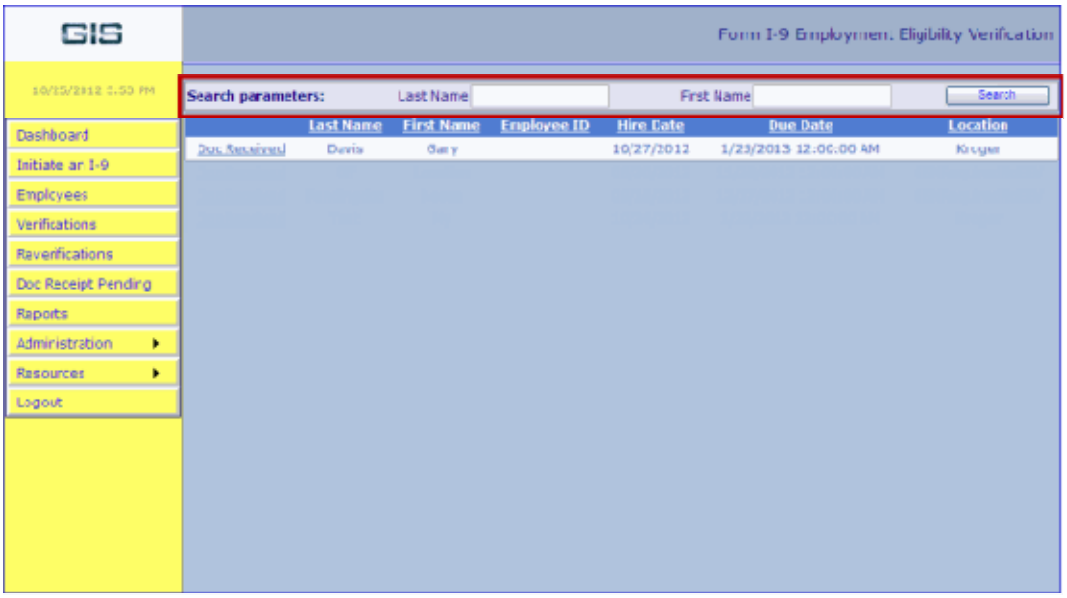


8 Verify Documents with Pending Receipts

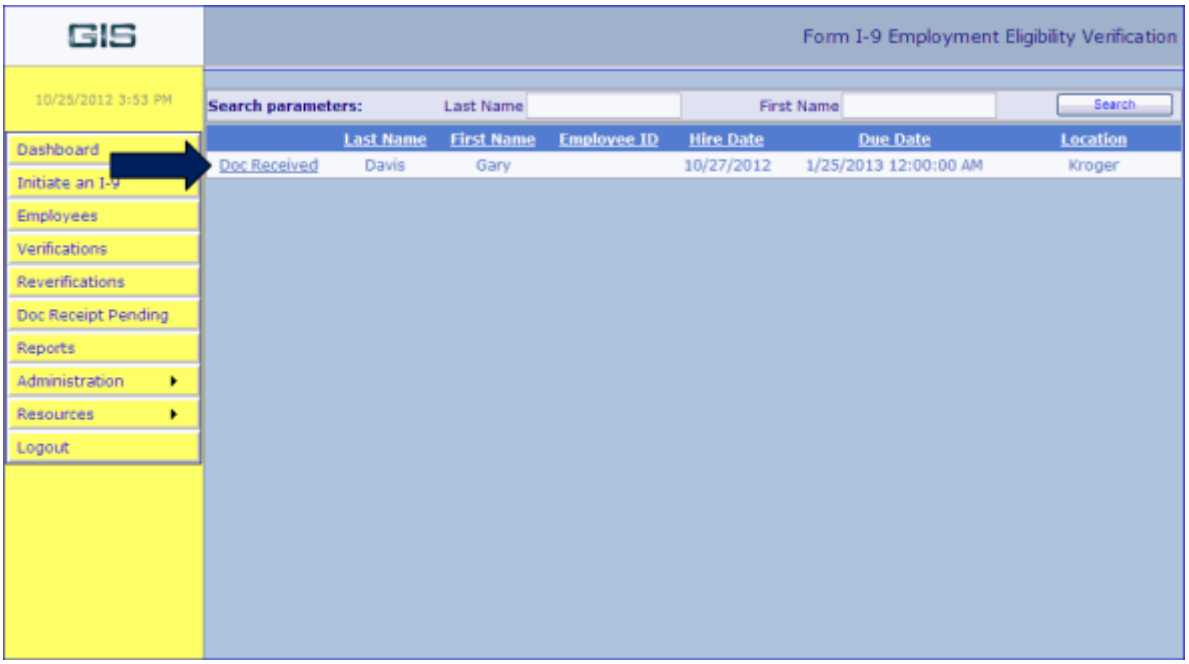
Step 1: When verifying I-9 documents, if the employee provides a temporary receipt for a Social Security Number (SSN) card, you must use the ***Doc Receipt Pending*** function to provide the actual SSN for the employee once they receive their official SSN card from the Social Security Administration. From the COMPLI-9 Dashboard page, click the Initiate an I-9 hyperlink from the Navigation Menu.



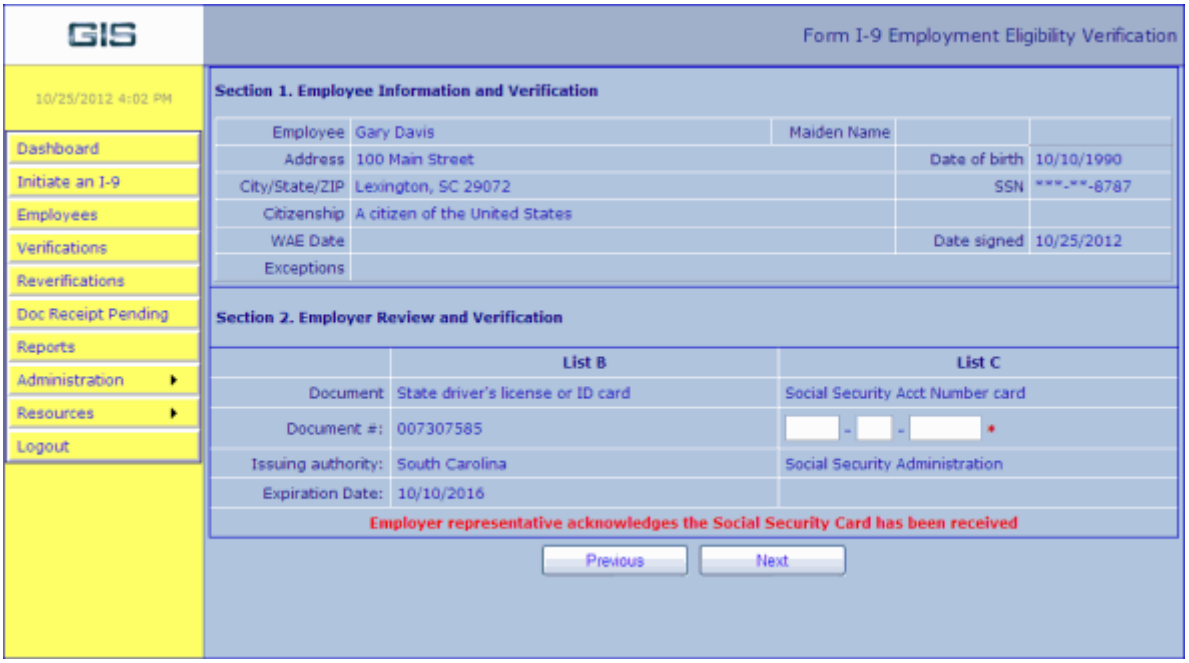
Step 2: The Document Receipts Pending page displays. From the Document Receipts Pending page, perform a search and apply filter criteria as necessary to locate the employee for which you want to provide the official SSN.



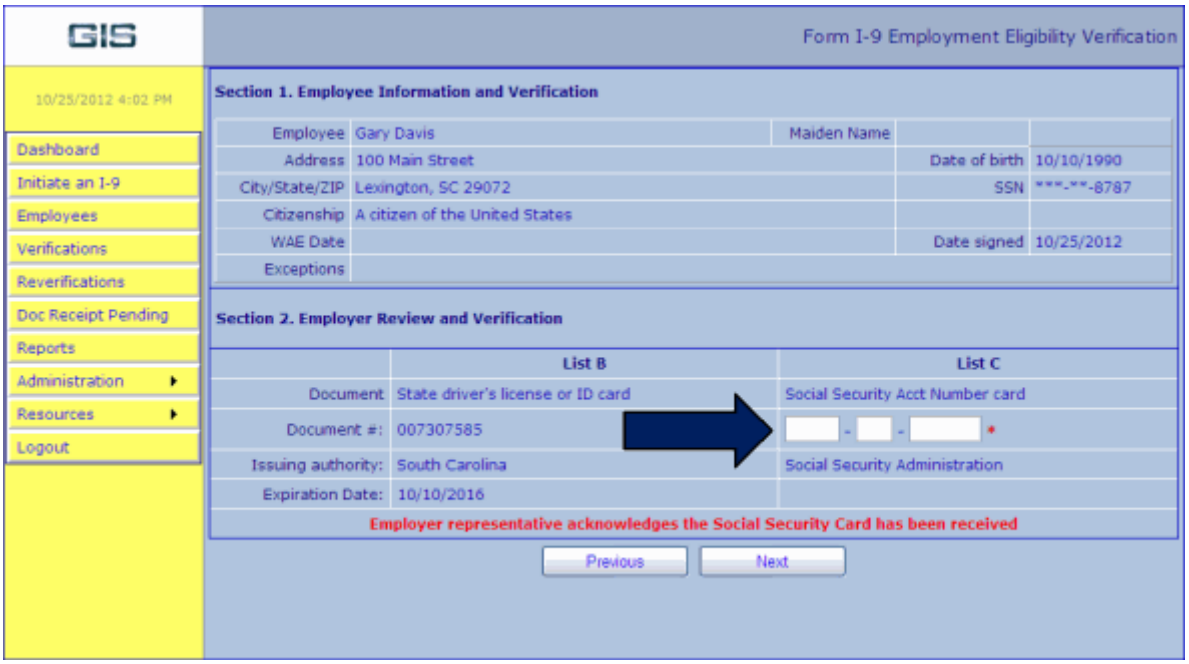
Step 3: Click the Doc Received hyperlink for the corresponding employee record for which you want to provide the official SSN.



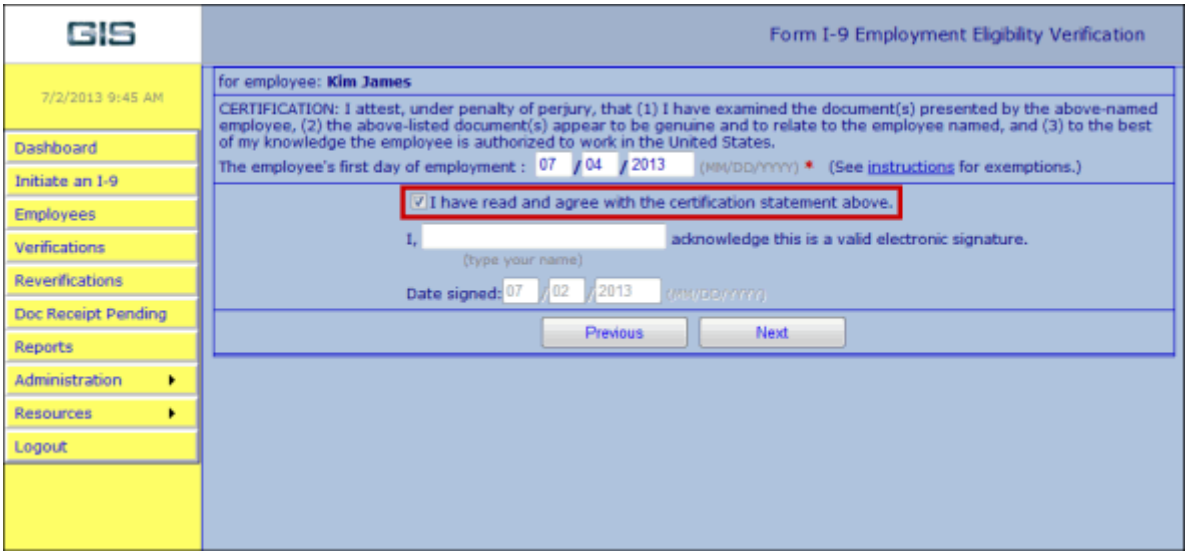
Step 4: The Document Pending Verification page displays. Review the previously entered information for the employee that displays in Section 1 and Section 2, List B. The information that displays will be retained on the new Form I-9.



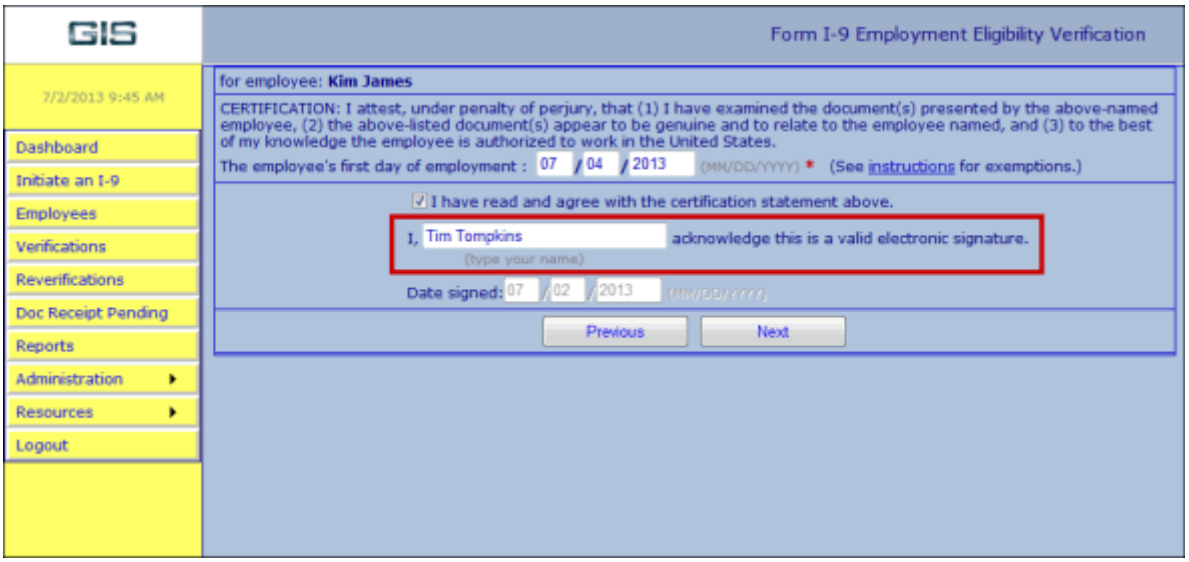
Step 5: When the employee provides the Social Security Number (SSN) card, type the official SSN for the employee in the Document# field from the List C column of Section 2 and then click **Next**.



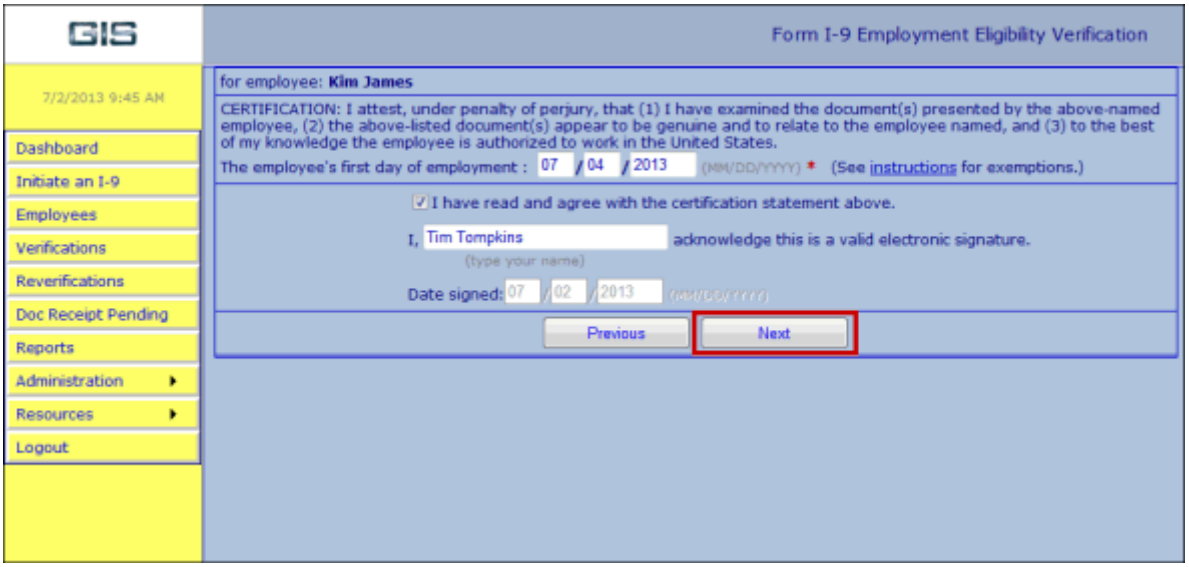
Step 6: The User eSignature page displays. Click the checkbox indicating you have read and agree with the statement above.


GIS
Form I-9 Employment Eligibility Verification
7/2/2013 9:45 AM
Dashboard
Initiate an I-9
Employees
Verifications
Reverifications
Doc Receipt Pending
Reports
Administration
Resources
Logout
for employee: Kim James
CERTIFICATION: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.
The employee's first day of employment : 07 / 04 / 2013 (MM/DD/YYYY) * (See instructions for exemptions.)
I have read and agree with the certification statement above.
I, (type your name) acknowledge this is a valid electronic signature.
Date signed: 07 / 02 / 2013 (MM/DD/YYYY)
Previous
Next

Step 7: Type your name, exactly as it displays for your User record, in the box to acknowledge that you are providing a valid eSignature. The Date signed field displays the current date by default.

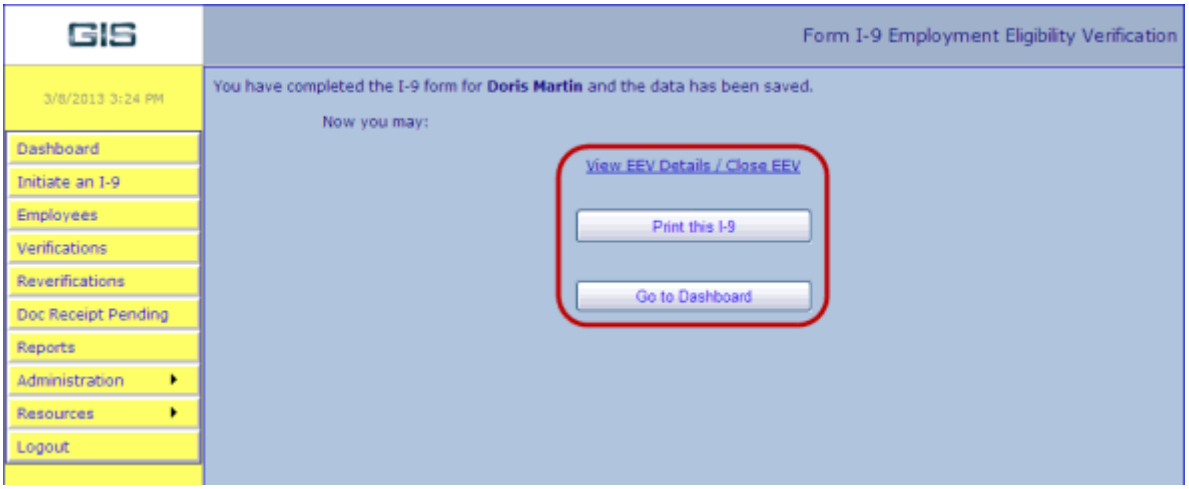

GIS
Form I-9 Employment Eligibility Verification
7/2/2013 9:45 AM
Dashboard
Initiate an I-9
Employees
Verifications
Reverifications
Doc Receipt Pending
Reports
Administration
Resources
Logout
for employee: Kim James
CERTIFICATION: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.
The employee's first day of employment : 07 / 04 / 2013 (MM/DD/YYYY) * (See instructions for exemptions.)
I have read and agree with the certification statement above.
I, Tim Tompkins acknowledge this is a valid electronic signature.
(type your name)
Date signed: 07 / 02 / 2013 (MM/DD/YYYY)
Previous
Next

Step 8: Click **Next** to complete your changes to the pending employment eligibility document and save the data.


GIS
Form I-9 Employment Eligibility Verification
7/2/2013 9:45 AM
Dashboard
Initiate an I-9
Employees
Verifications
Reverifications
Doc Receipt Pending
Reports
Administration
Resources
Logout
for employee: Kim James
CERTIFICATION: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.
The employee's first day of employment : 07 / 04 / 2013 (MM/DD/YYYY) * (See instructions for exemptions.)
I have read and agree with the certification statement above.
I, Tim Tompkins acknowledge this is a valid electronic signature.
(type your name)
Date signed: 07 / 02 / 2013 (MM/DD/YYYY)
Previous
Next

Step 9: The final Verification Completed page displays. Do one of the following as necessary:

- Click the View EEV Details / Close EEV hyperlink to navigate to the E-Verify Case Details page. The View EEV Details / Close EEV hyperlink only displays if your business or organization automatically submits EEV / E-Verify orders.
- Click **Print this I-9** to open the completed Form I-9 in PDF file format within a new browser window and then print a copy of the Form I-9 as necessary.
- Click **Go to Dashboard** to return to the COMPLI-9 Dashboard page.



If your business or organization *manually* submits EEV / E-Verify orders, the **Order an EEV** button also displays. You can click **Order an EEV** to manually initiate the EEV order process. Under these circumstances, the View EEV Details / Close EEV hyperlink *does not* initially display. In this case, you must click **Order an EEV** *before* you click the View EEV Details / Close EEV hyperlink to navigate to the E-Verify Case Details page.

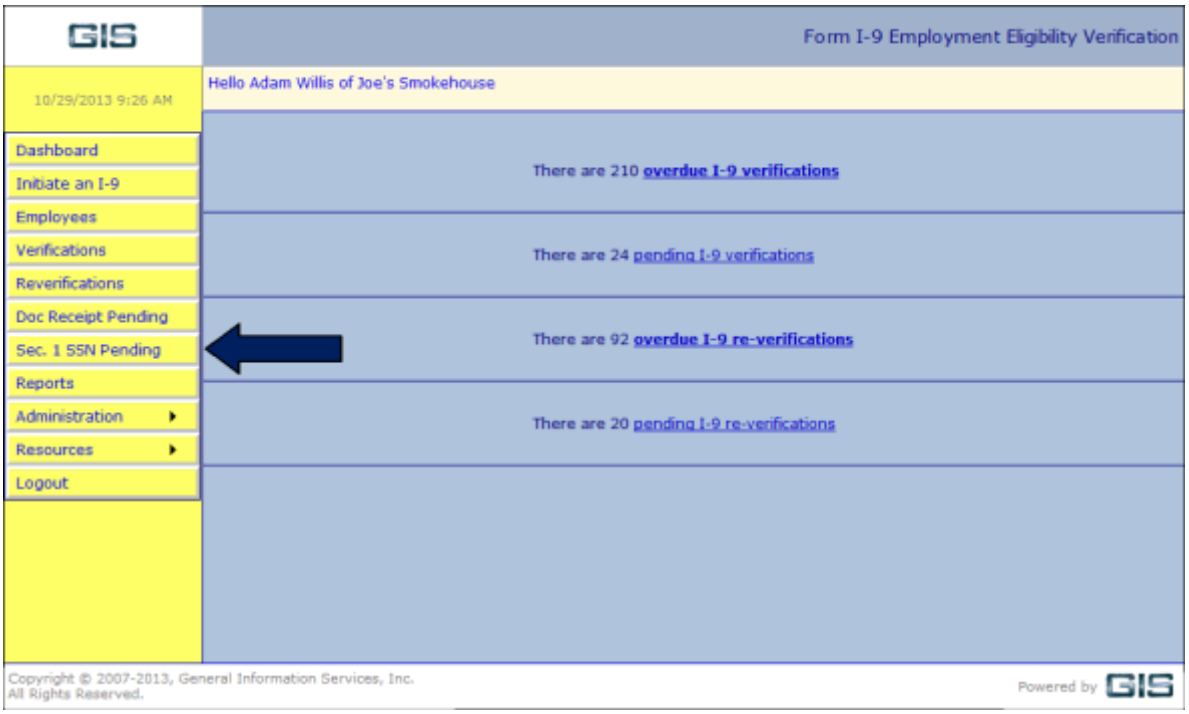
If your business or organization automatically or manually submits EEV / E-Verify orders, refer to Appendix D for further instructions on completing the EEV/E-Verify request.

If employees select the Social Security Number Applied For checkbox when completing Section 1 of the Form I-9, your business or organization automatically or manually submits EEV / E-Verify orders, and system administrators configure your Compli-9 environment to allow employees to avoid providing their SSN when completing Section 1, you should use the Sec. 1 SSN Pending function to reset their login credentials and allow them to provide their Social Security Number and electronic signature. At this point, you can automatically or manually submit the EEV / E-Verify order. Refer to the Pending Social Security Numbers for Form I-9 Section 1 chapter for more information on this functionality.

9 Pending Social Security Numbers for Form I-9 Section 1

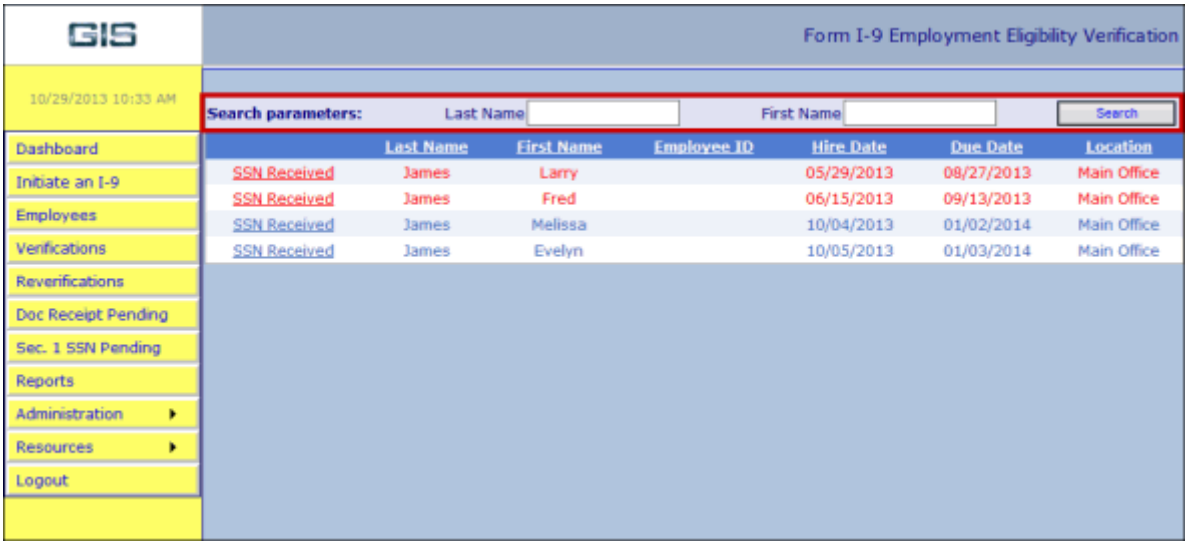
When employees work to complete Section 1 of the Form I-9, if system administrators configure your Compli-9 environment to allow employees to avoid providing their Social Security Number (SSN) when completing Section 1, employees can optionally choose *not* to provide their SSN as they provide their name, address, personal identification, and contact information via the Employee Information and Attestation page. However, if your business or organization automatically or manually submits EEV / E-Verify orders, the employee must provide their SSN before you can successfully process the EEV / E-Verify order. Under these circumstances, you can update the login credentials for the employee so they can present their SSN via the Employee Information and Attestation page and then supply their electronic signature for Section 1. Once the employee provides their SSN and electronic signature, and you verify I-9 documents for the employee, you can automatically or manually submit the EEV / E-Verify order.

Step 1: From the COMPLI-9 Dashboard page, click the Sec. 1 SSN Pending hyperlink from the Navigation Menu.

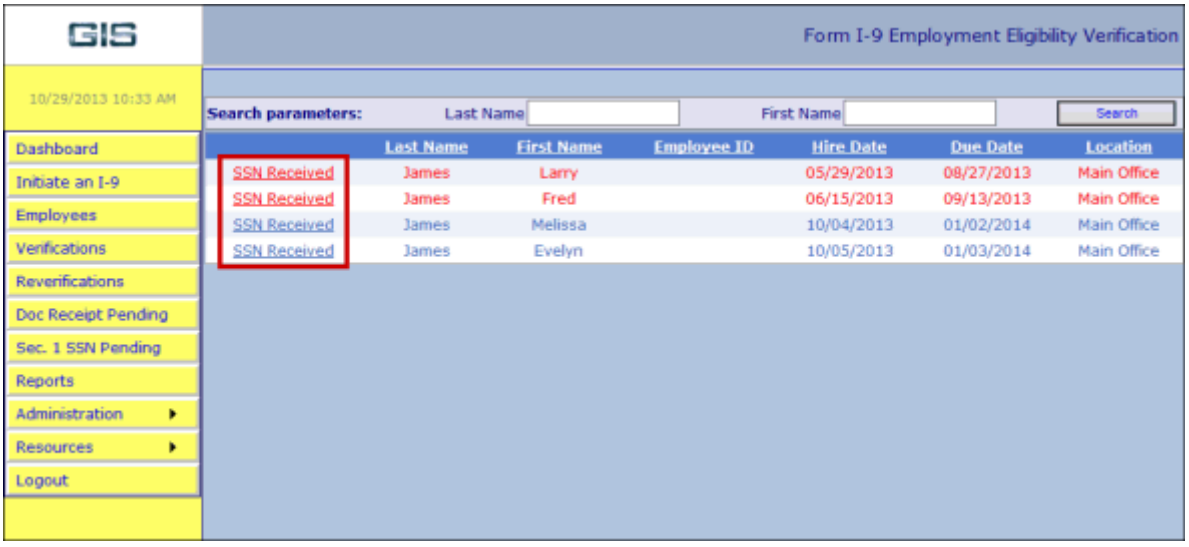


Step 2: The Section 1 SSN Pending page displays. From the Section 1 SSN Pending page, perform a search and apply filter criteria as necessary to locate the employee for which you want to update login credentials from the Section 1 SSN Pending list so they can provide their SSN and electronic signature.

Employee records that display with red font in the Section 1 SSN Pending list indicate that the employee has exceeded the due date to provide their SSN. The Compli-9 system is designed to automatically apply this font color change to records in the Section 1 SSN Pending list if the employee does not provide their SSN within 90 days of their Hire Date.

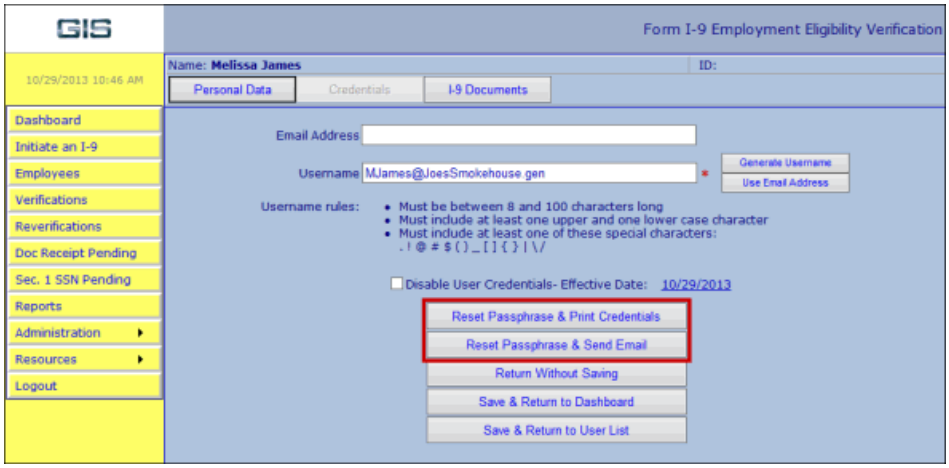


Step 3: Click the SSN Received hyperlink of the corresponding employee record for which you want to update login credentials.

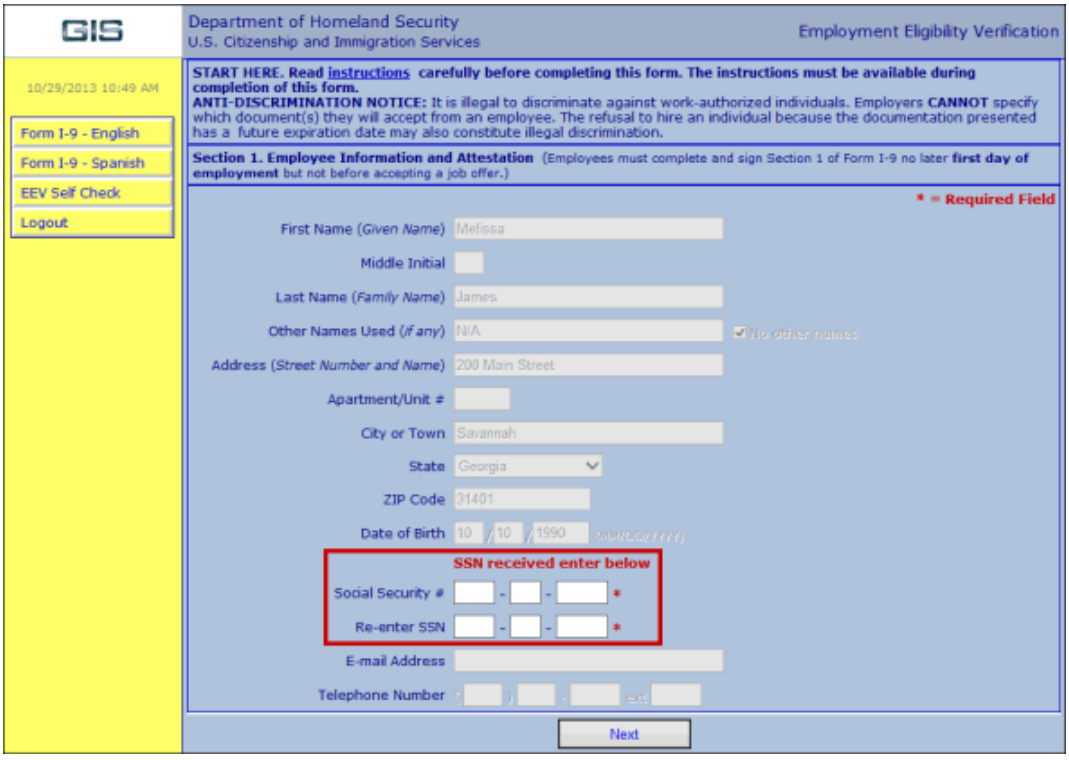


Step 4: The User Credentials page displays. Do one of the following as necessary:

- Click **Reset Passphrase & Print Credentials** to print the updated login credentials for the employee via the Print User Info page.
- Click **Reset Passphrase & Send Email** to send the updated login credentials to the e-mail address associated with the employee's system user account.



Once the employee logs in to the Compli-9 system, provides their SSN via the Employee Information and Attestation page, and then supplies their electronic signature for Section 1, you can verify I-9 documents for the employee as necessary and then automatically or manually submit the EEV / E-Verify order. When employees log in to the Compli-9 system to provide their SSN via the Employee Information and Attestation page, it is important to note that the employee can *only* modify the SSN-related fields on the page, and all other fields display as inactive or disabled.

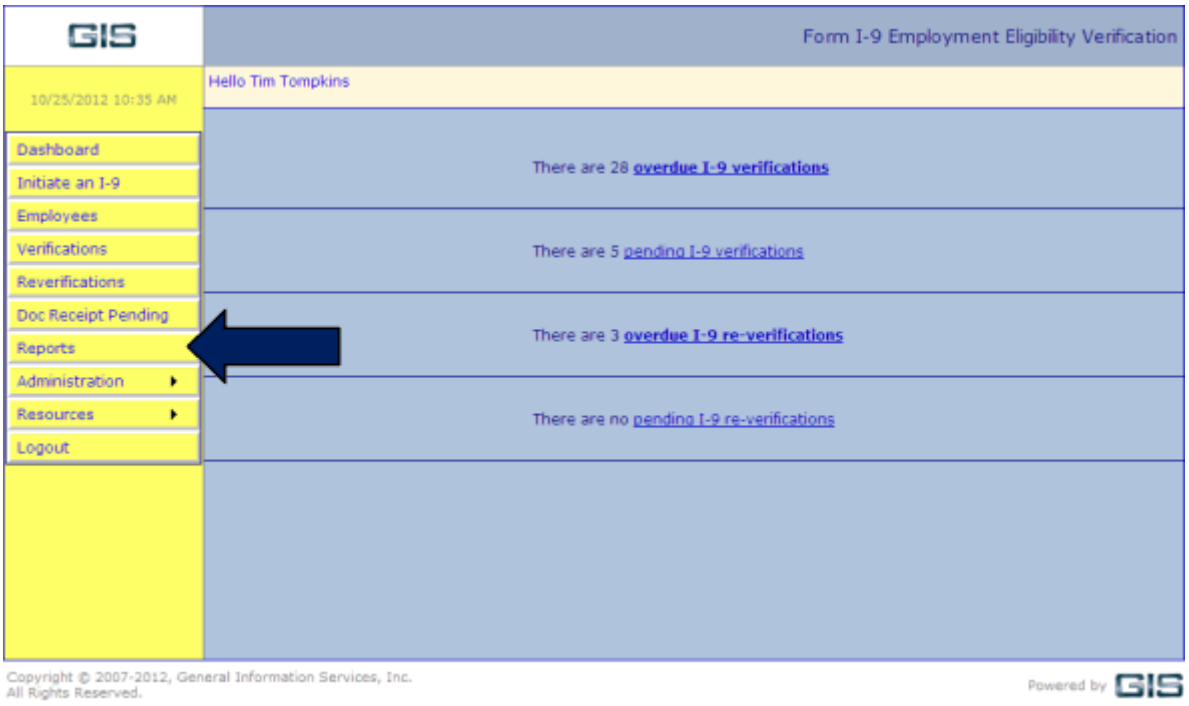

GIS
Department of Homeland Security
U.S. Citizenship and Immigration Services
Employment Eligibility Verification
10/29/2013 10:49 AM
Form I-9 - English
Form I-9 - Spanish
EEV Self Check
Logout
START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form.
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.
Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later first day of employment but not before accepting a job offer.)
* = Required Field
First Name (Given Name)
Melissa
Middle Initial
Last Name (Family Name)
James
Other Names Used (if any)
N/A
No other names
Address (Street Number and Name)
200 Main Street
Apartment/Unit #
City or Town
Savannah
State
Georgia
ZIP Code
31401
Date of Birth
10 / 10 / 1990
SSN received enter below
Social Security #
Re-enter SSN
E-mail Address
Telephone Number
Next

In the event that your business or organization *automatically* submits EEV orders and you verified I-9 documents for the employee and provided your electronic signature for Section 2 *before* the employee provides their SSN and electronic signature for Section 1, the EEV / E-Verify order is automatically submitted.

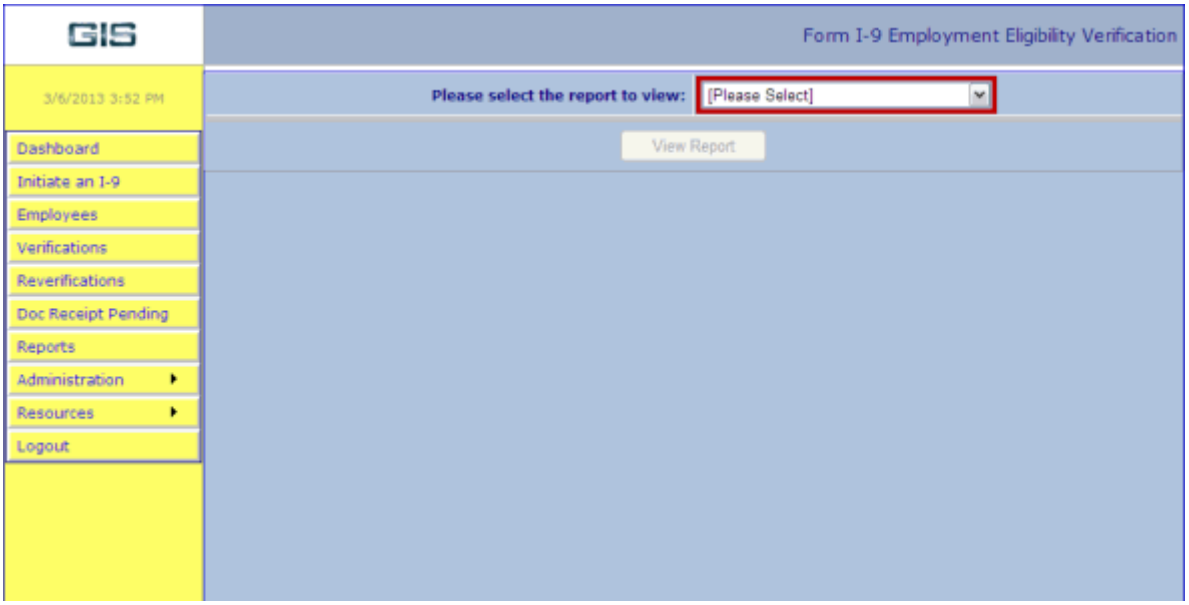
If your business or organization automatically or manually submits EEV / E-Verify orders, refer to Appendix D for further instructions on completing the EEV/E-Verify request.

10 View Reports

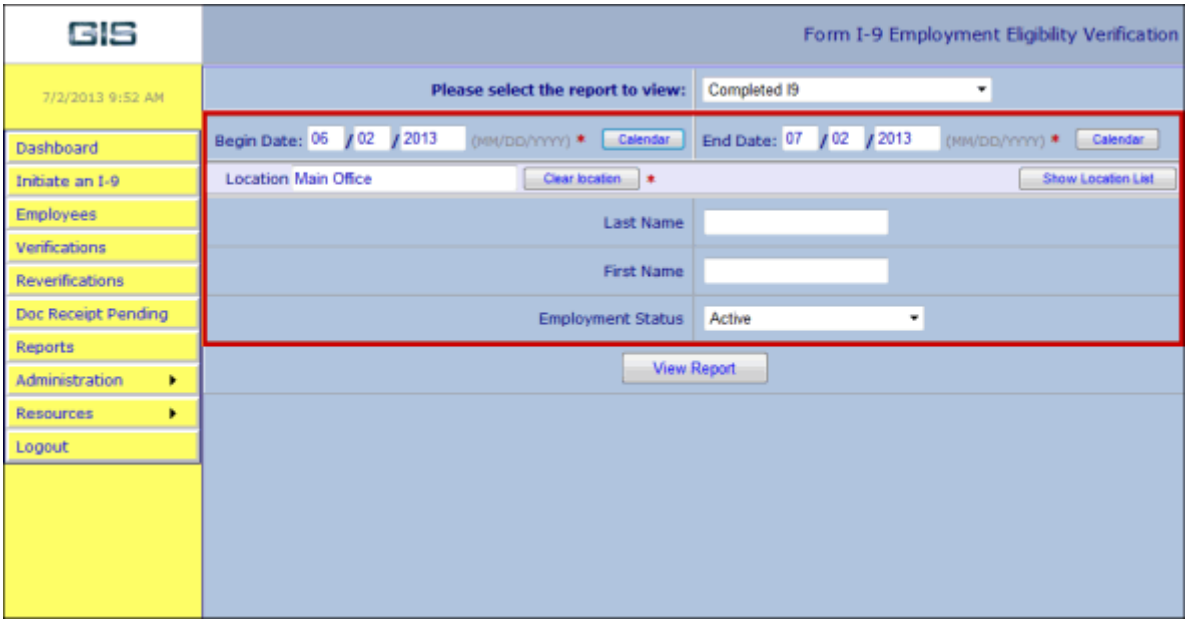
Step 1: From the COMPLI-9 Dashboard page, click the Reports hyperlink from the Navigation Menu to generate Compli-9 system reports.



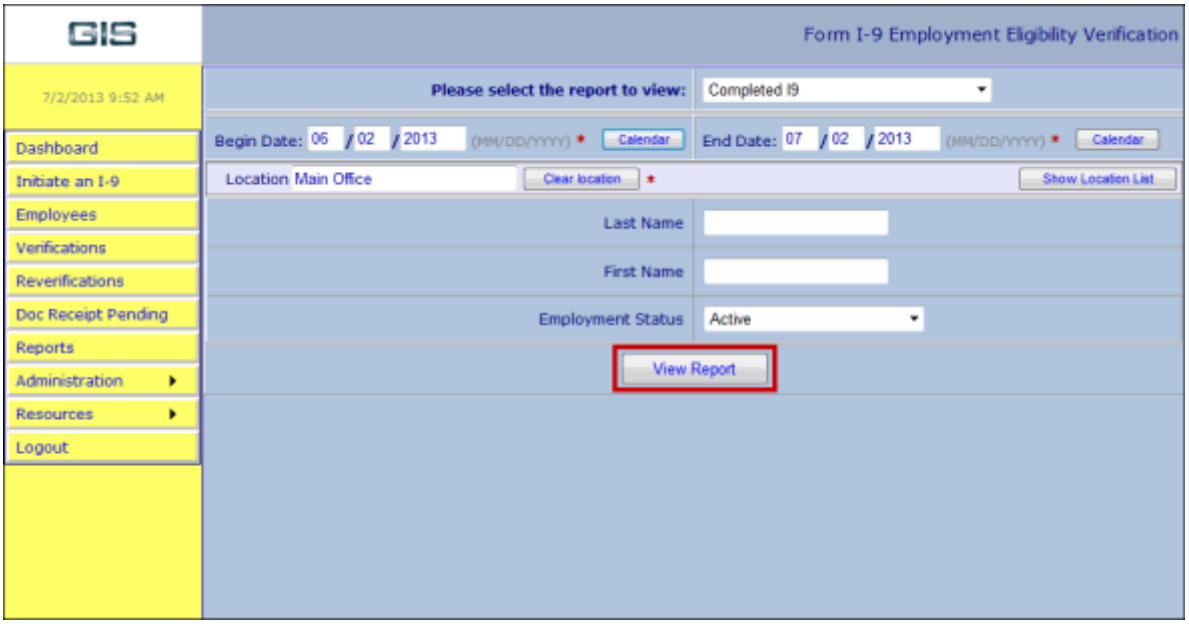
Step 2: The initial Reports Page displays. Select the type of report you want to generate from the Please select the report to view drop-down field.



Step 3: The Reports Page refreshes to display report parameter fields you can use to apply filter criteria or choose options for the report data. For example, you can use the Begin Date and End Date fields to effectively filter report data to only display records that meet the date range you choose. The report parameter fields that display on the refreshed Reports Page may differ based on the type of report you selected in the previous step.

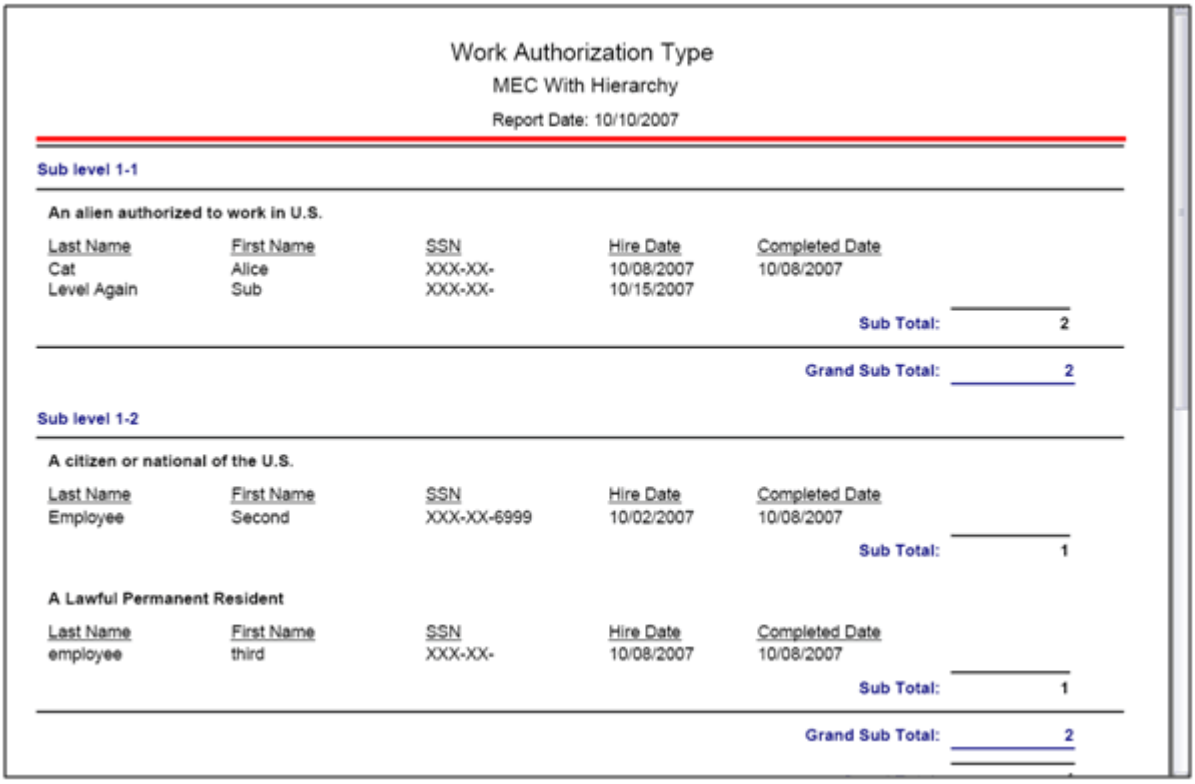


Step 4: Use the report parameter fields to apply filter criteria or choose report options as necessary and then click **View Report**.



Step 5: The Compli-9 Reports page displays within a new browser window. The Compli-9 page allows you to view the results of the report you chose to generate. Do one of the following as necessary:

- Click **Print Report** to print a copy of the current report.
- Click **View as Spreadsheet** to convert the report to CSV (Comma-separated Values) file format and then either save a copy of the file or open the file within Microsoft Excel.



Work Authorization Type

MEC With Hierarchy

Report Date: 10/10/2007

Sub level 1-1

An alien authorized to work in U.S.

Last Name	First Name	SSN	Hire Date	Completed Date
Cat	Alice	XXX-XX-	10/08/2007	10/08/2007
Level Again	Sub	XXX-XX-	10/15/2007	

Sub Total: 2

Grand Sub Total: 2

Sub level 1-2

A citizen or national of the U.S.

Last Name	First Name	SSN	Hire Date	Completed Date
Employee	Second	XXX-XX-6999	10/02/2007	10/08/2007

Sub Total: 1

A Lawful Permanent Resident

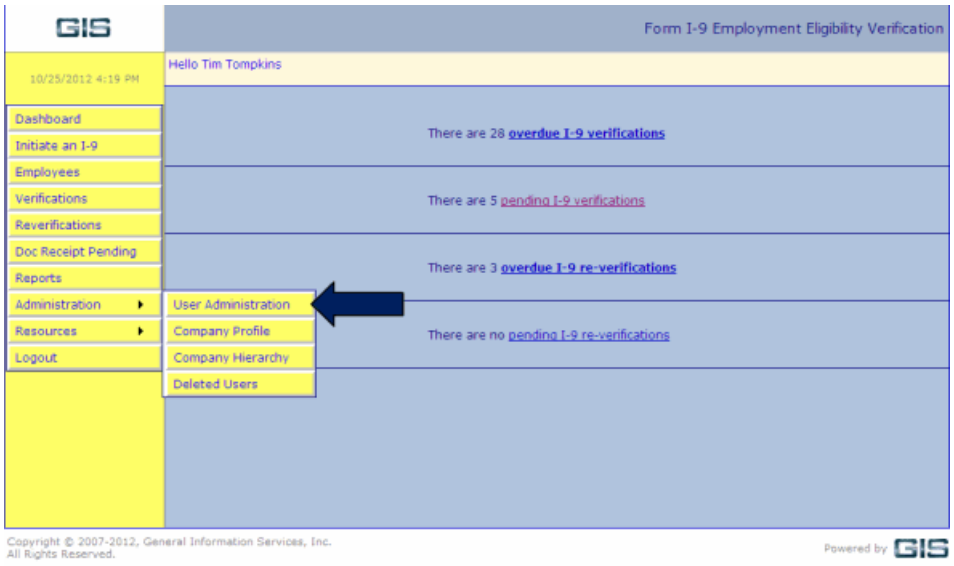
Last Name	First Name	SSN	Hire Date	Completed Date
employee	third	XXX-XX-	10/08/2007	10/08/2007

Sub Total: 1

Grand Sub Total: 2

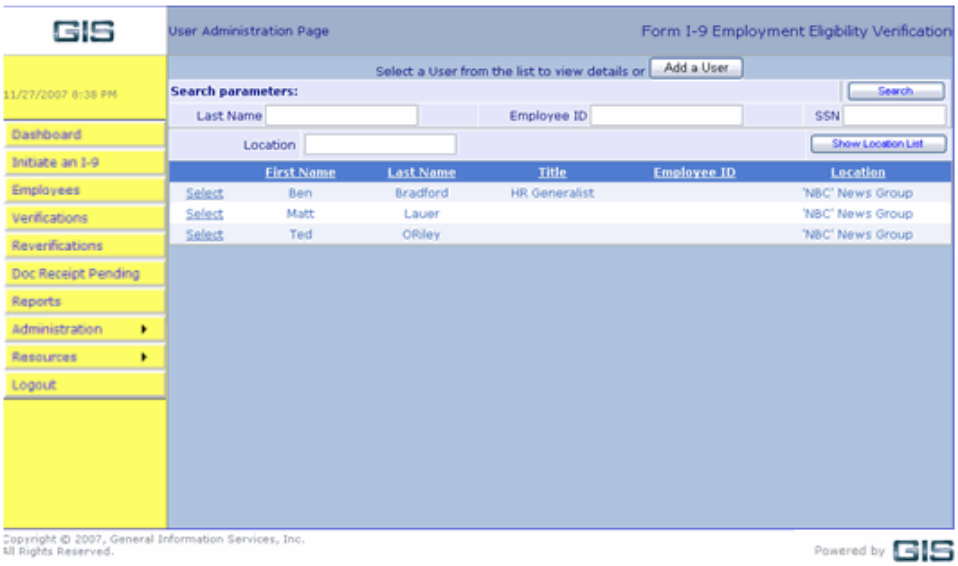
11 Create & Maintain Company Users

Step 1: The Administration menu hyperlink from the Navigation Menu of the COMPLI-9 Dashboard page allows you to access administrative functions for the Compli-9 system. From the COMPLI-9 Dashboard page, point to the Administration menu hyperlink and then select the User Administration submenu hyperlink.



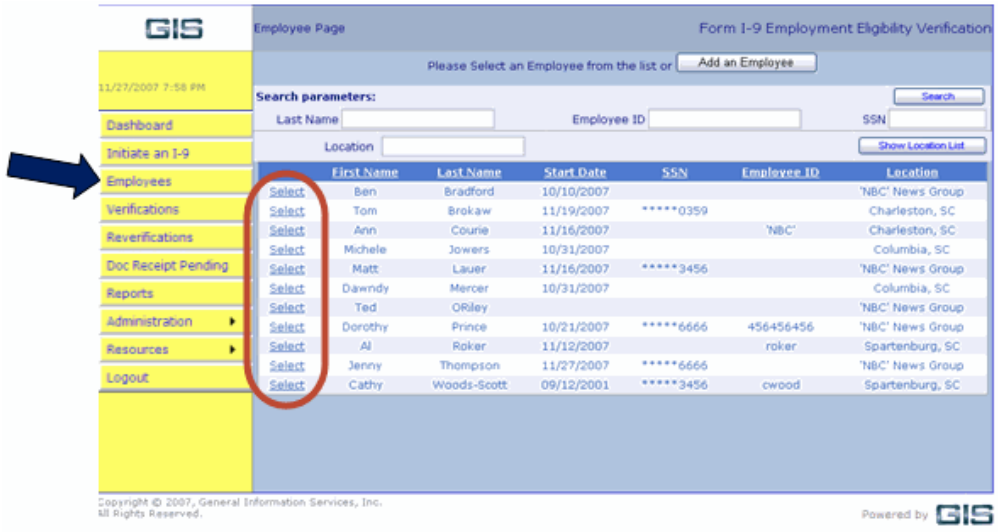
Step 2: The User Administration Page displays. Do one of the following:

- If you want to create a Compli-9 user account for a new company user, continue to Steps 3-9.
- If you want to update user account information for an existing company user, proceed to Steps 10-13.
- If you want to deactivate or reactivate the login credentials for an existing company user, refer to Steps 14-22.

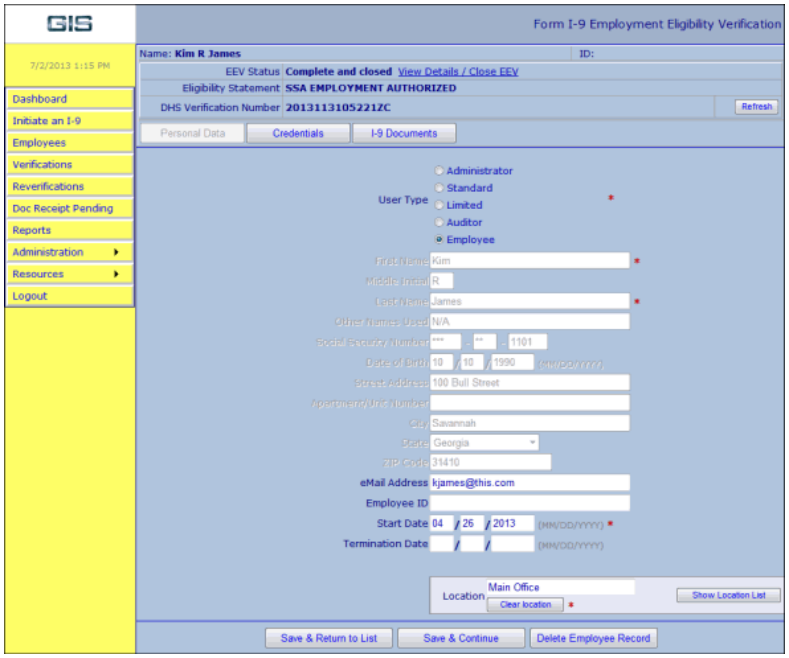


Step 3: When you create a new Compli-9 system accounts for a new system user, in most cases, the user is also a new company employee. Under these circumstances, you should initiate an I-9 verification request for the new employee, the employee should complete Section 1 of the Form I-9, and the employer representative should complete Section 2 of the Form I-9 before you attempt to create a new Compli-9 system account for the new employee.

Step 4: Once the I-9 verification process is complete, or if the user is an existing company employee, click the Employees hyperlink from the Navigation Menu section, locate the employee for which you want to create a new Compli-9 system account, and then click the corresponding Select hyperlink for the employee record.

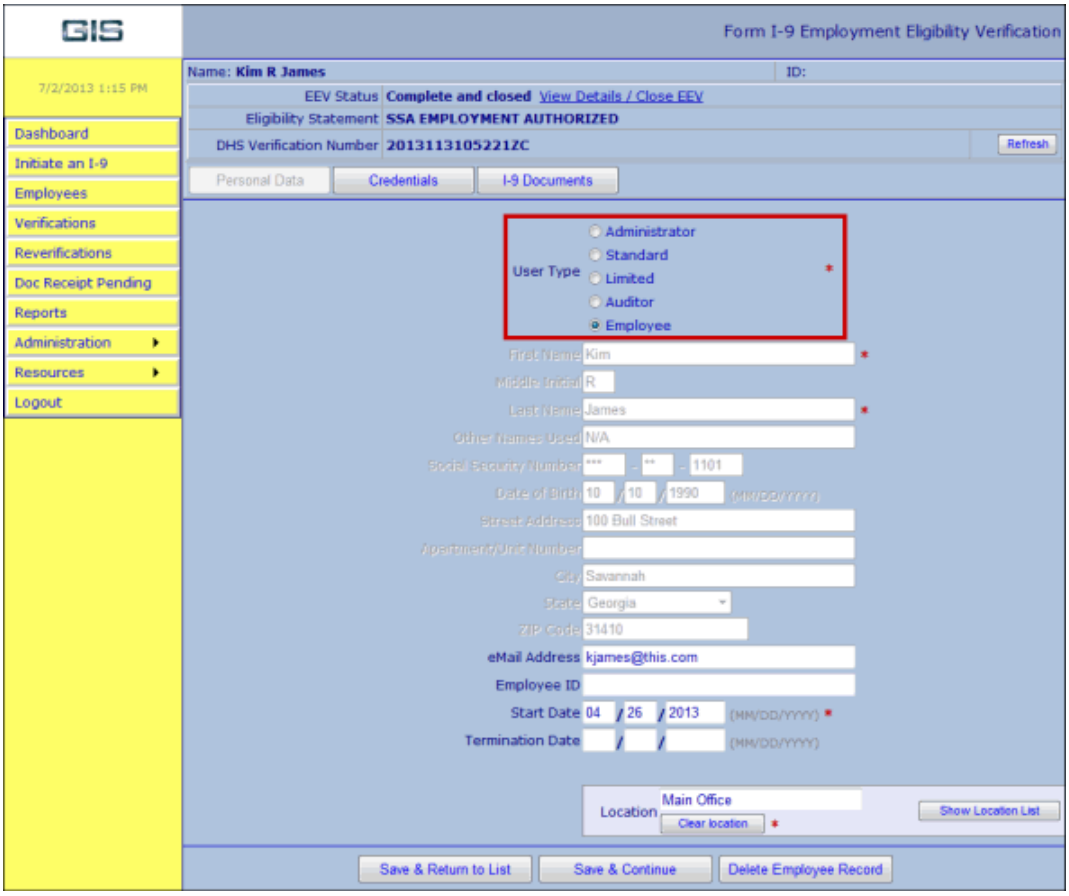


Step 5: Click the Personal Data tab to access the Employee Info page. Since the employee has completed the I-9 verification process, notice that the Employee radio button is currently selected for the User Type field.

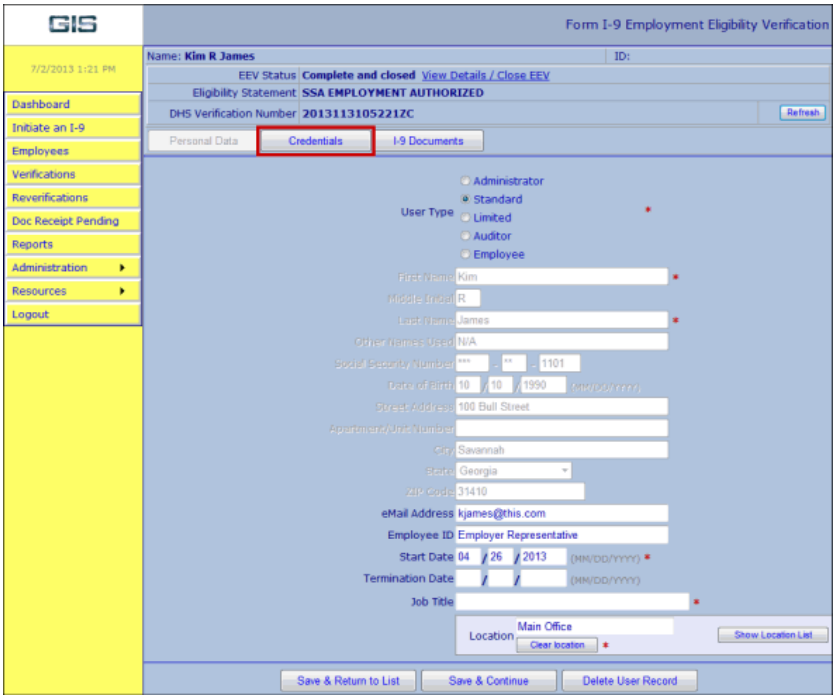


Step 6: Select the radio button of the user type option you want to apply to the new user account for the employee from the User Type field. The user type option you select effectively determines the permission level for the user account, and in most cases you should choose either the Standard or Administrator radio buttons. The following provides a summary of the permissions for each user type option you can select from the User Type field:

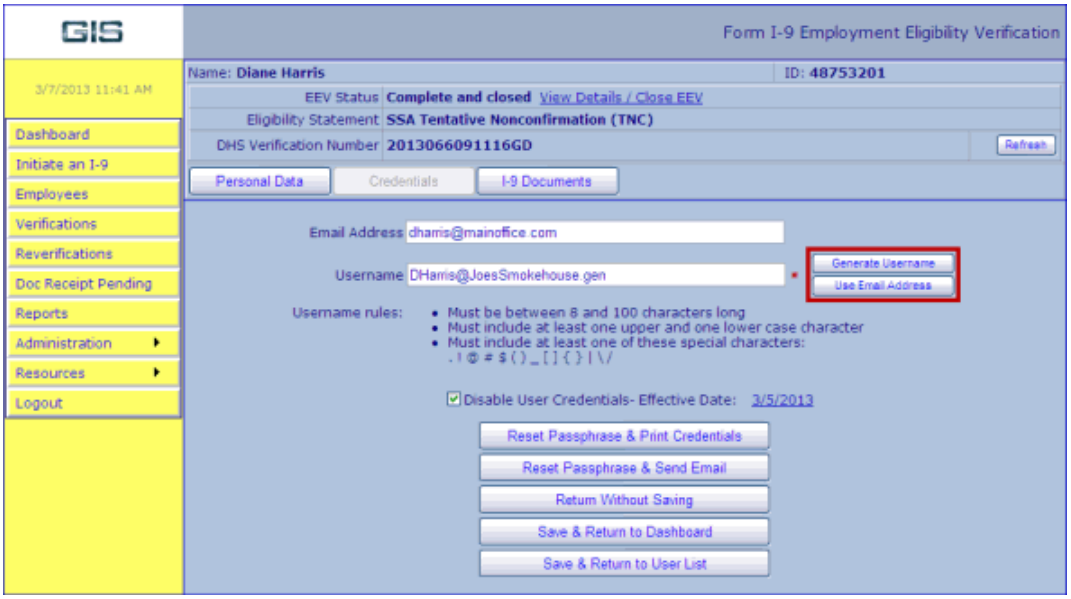
- Administrator – Indicates the user can access functions available from the Administration menu hyperlink of the Navigation Menu section, such as creating and maintaining company users and the company profile, in addition to the Compli-9 system functionality available with the Standard user type.
- Standard – Indicates the user can initiate I-9 verification requests, verify employment eligibility documents, and re-verify documents. In most cases, users for which you select this user type option consist of employer representatives for your business or organization.
- Limited – Indicates the user has permissions to verify and re-verify employment eligibility documents.
- Auditor – Indicates the user has basic read-only permissions for the Comli-9 system, which only allows the user to view information that other users provide during the I-9 verification process.
- Employee – Indicates the user can access the Compli-9 system to complete Section 1 of the Form I-9. The Compli-9 system is designed to automatically apply the Employee user type option for new user accounts that you create as you initiate new I-9 verification requests by default.



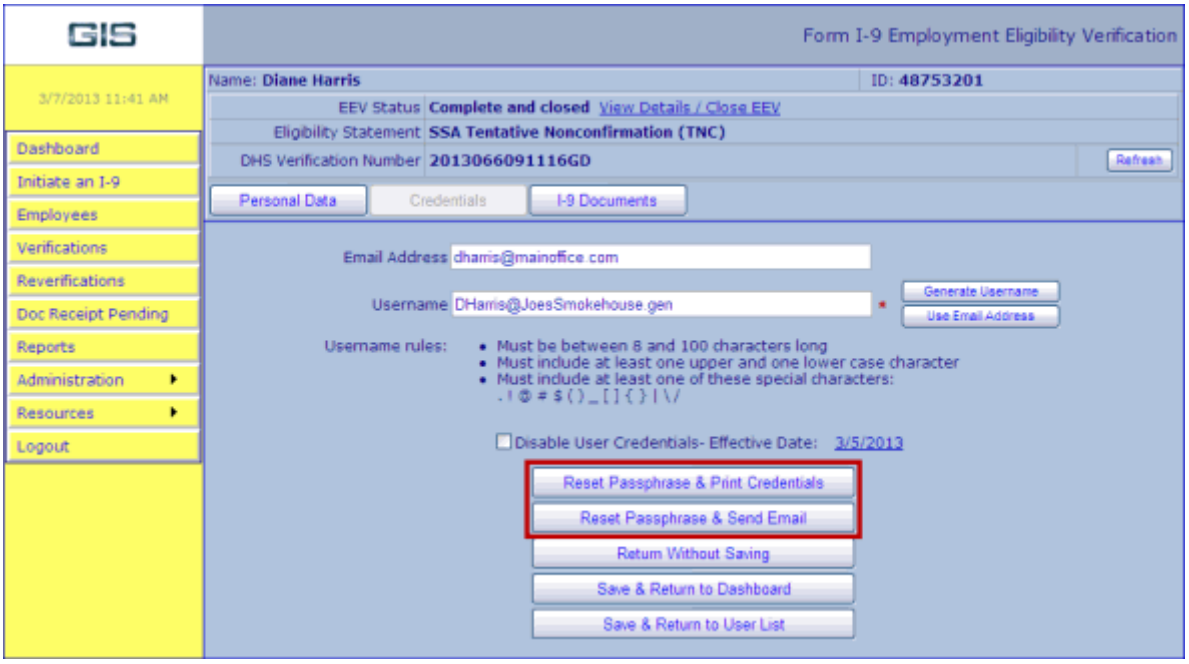
Step 7: Once you select a user type radio button from the User Type field, the User Edit page displays, since the employee no longer has a basic user account with Employee user type permissions. At this point, you need to update the login credentials for the new user account. From the User Edit page, type a description of the Job Title for the employee as necessary and then select the Credentials tab.



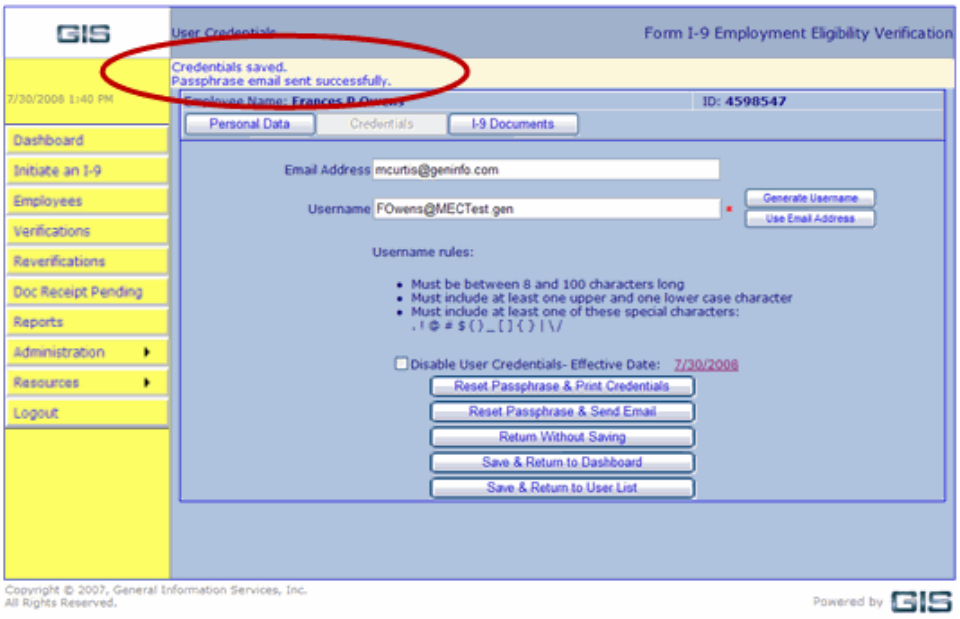
Step 8: The User Credentials page displays. Note that the Username field displays the user name for the original basic user account you created during the I-9 verification process. While the user name is still valid in this case, you can click **Generate Username** or **Use Email Address** to modify the user name for the new Compli-9 system user account as necessary.



Step 9: The User Credentials page also allows you to reset the previous passphrase for the user account and then either print the updated credentials or e-mail the updated credentials for the new user account. Click **Reset Passphrase & Print Credentials** to print the updated login credentials for the employee via the Print User Info page, or click **Reset Passphrase & Send Email** to send the updated login credentials to the e-mail address associated with the employee's new system user account.

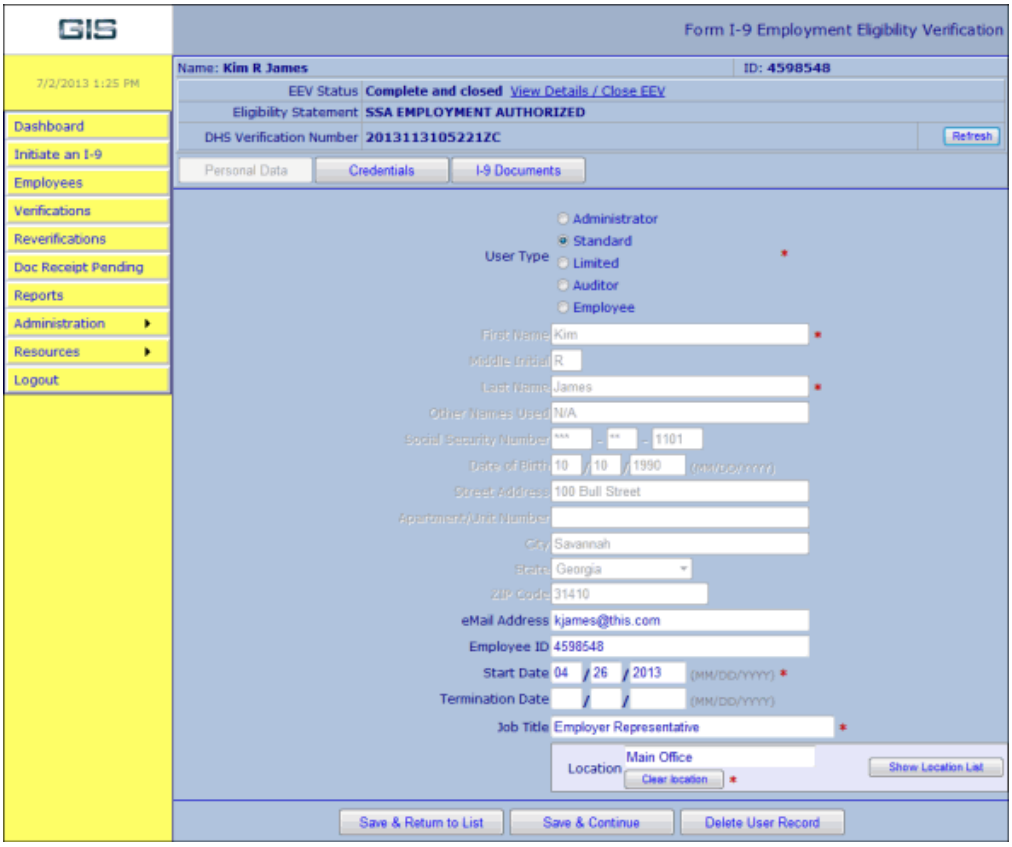


The User Credentials page refreshes to display a message indicating that you have successfully updated the new user account for the employee. At this point, the user can log in to the Compli-9 system and access the COMPLI-9 Dashboard page.

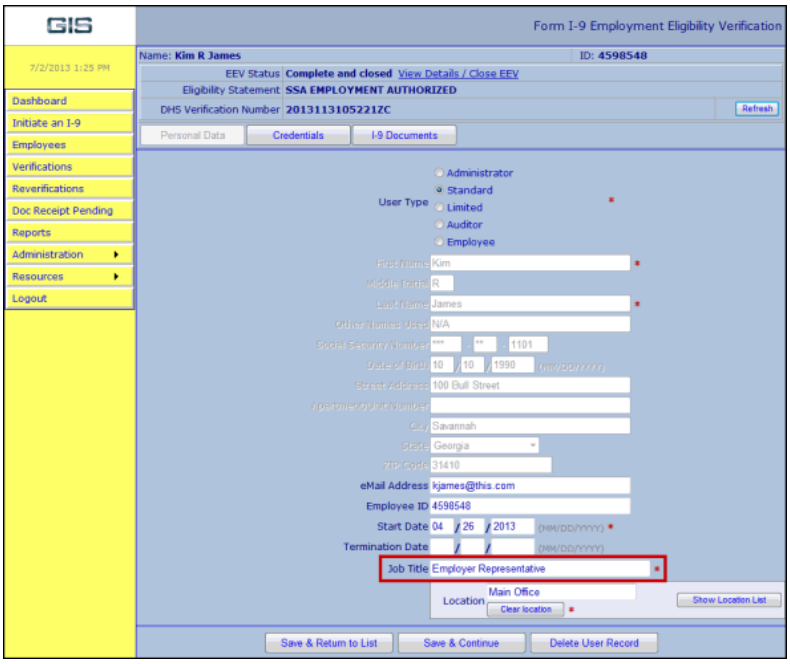


Step 10: From the User Administration Page, use the Search parameters section to perform a search and apply filter criteria to locate the user whose information you want to update as necessary, and then click the corresponding Select hyperlink for the user account.

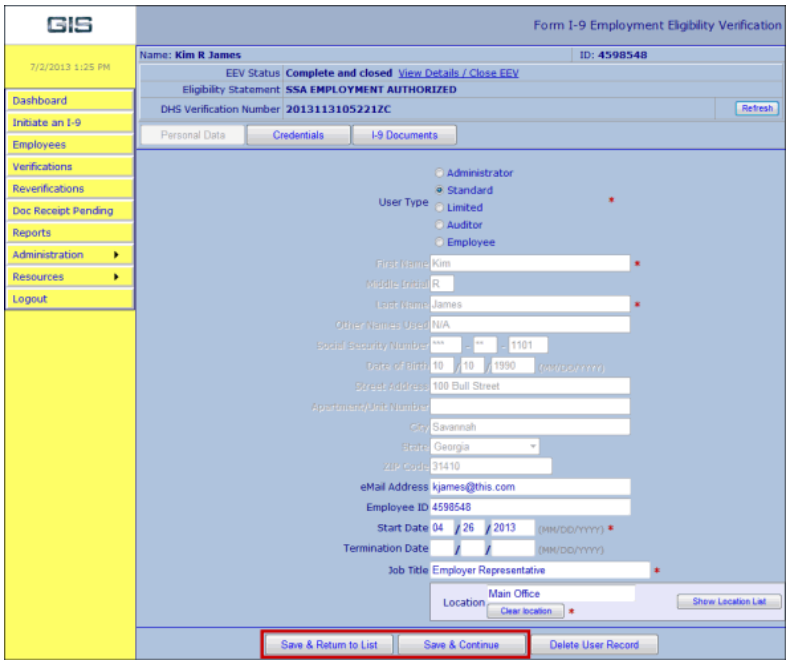
Step 11: Select the Personal Data tab to access the User Edit page.



Step 12: Use the fields that display on the User Edit page to modify the information for the user account as necessary, such as the job title for the user.

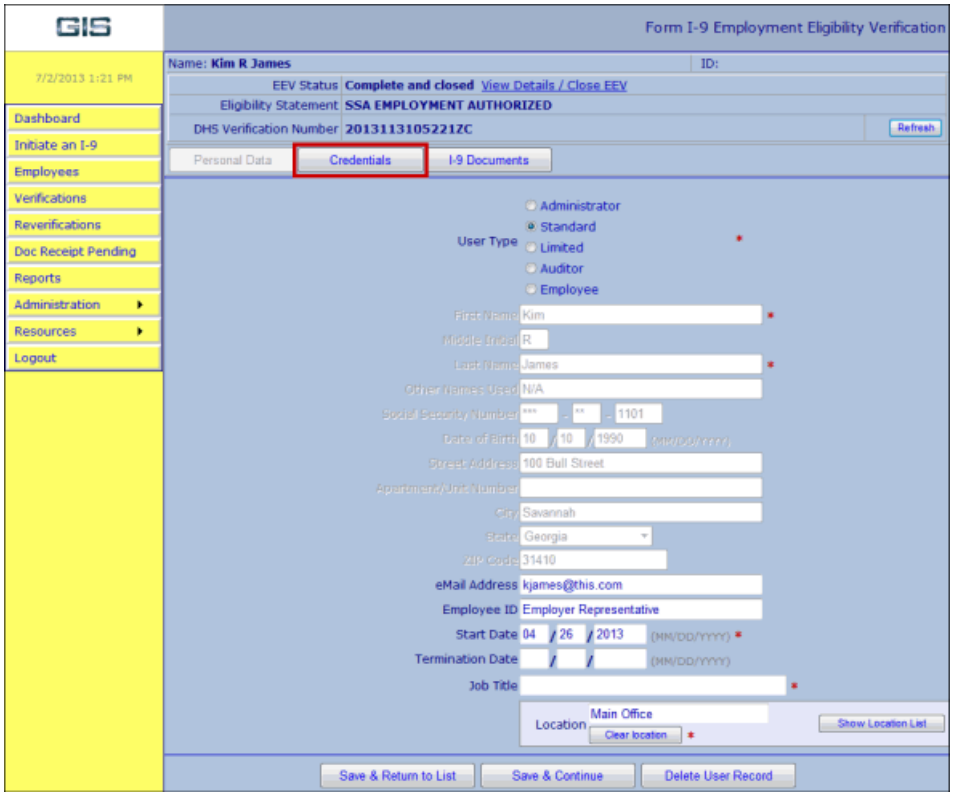


Step 13: Click **Save & Return to List** to save your changes and return to the User Administration Page or click **Save & Continue** to proceed to the User Credentials page for the current system account.

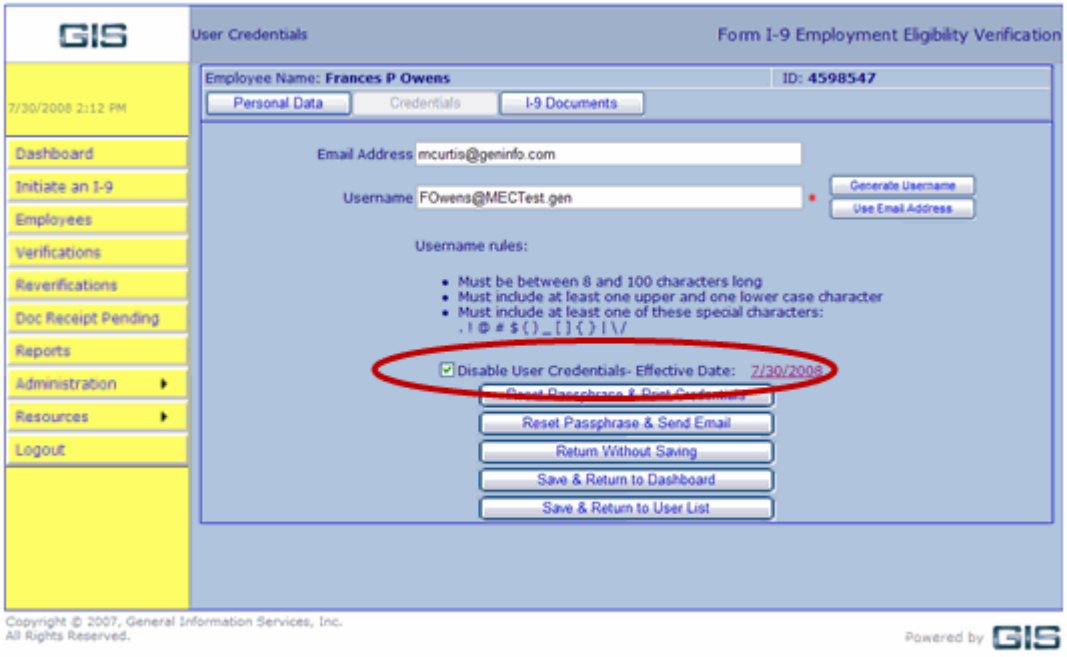


Step 14: From the User Administration Page, use the Search parameters section to perform a search and apply filter criteria to locate the user account you want to deactivate as necessary, and then click the corresponding Select hyperlink for the user account.

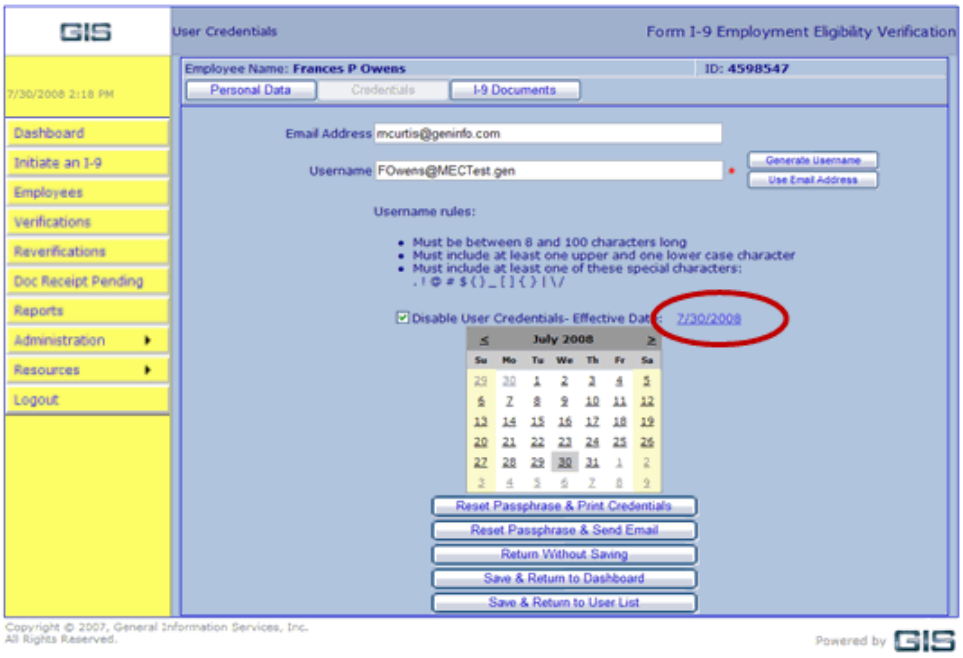
Step 15: Select the Credentials tab to access the User Credentials page.



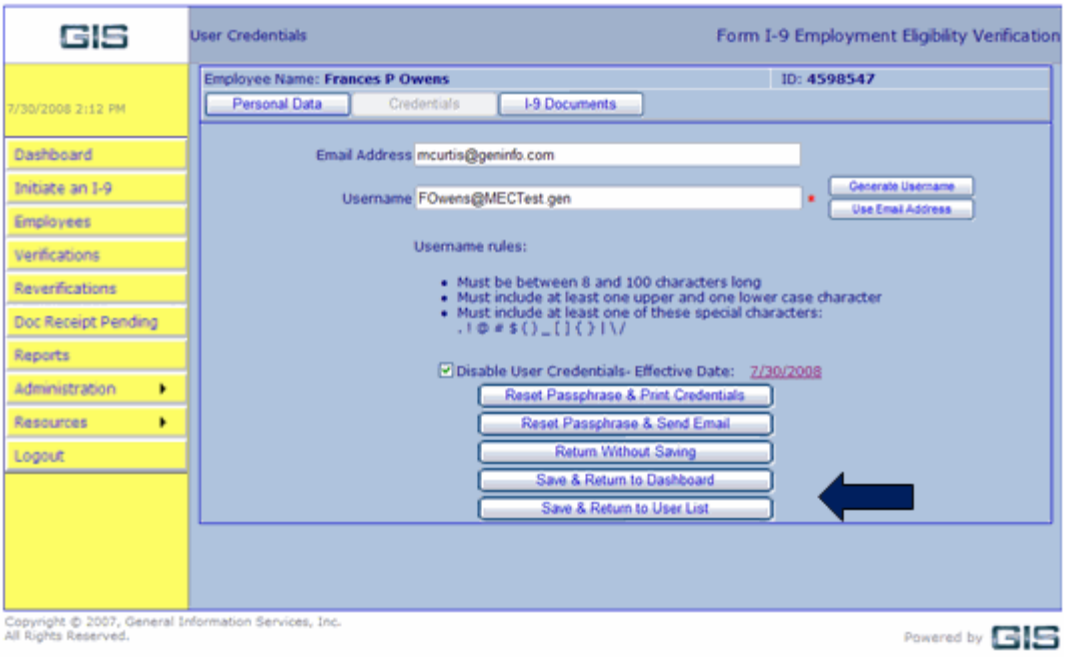
Step 16: Select the Disable User Credentials checkbox to deactivate the login credentials for the user account. Notice that the Effective Date field displays the current date by default. Continue to the next step to modify the Effective Date, otherwise proceed to Step 18.



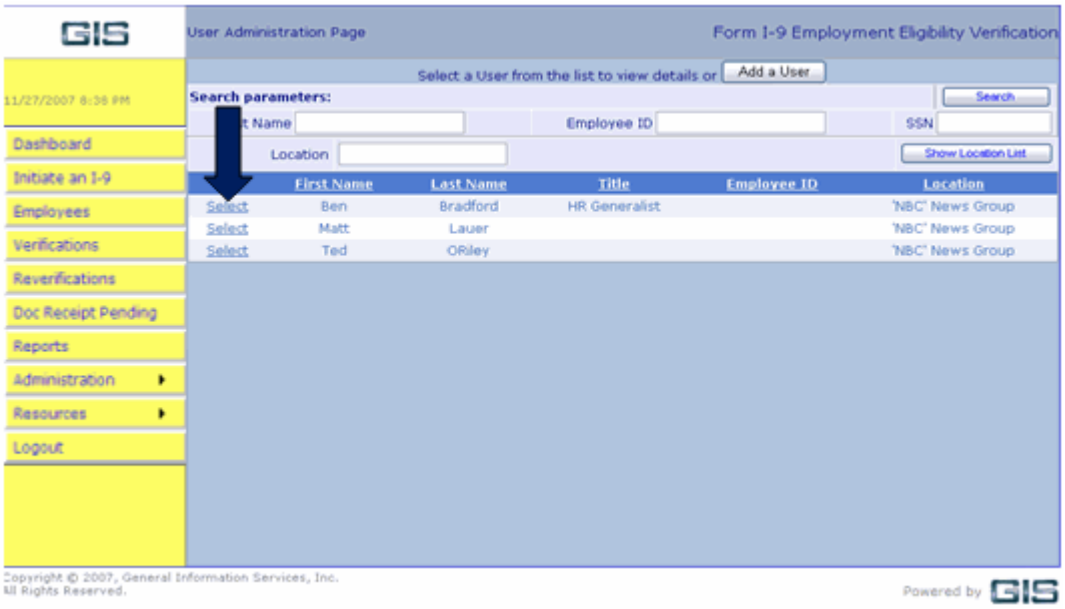
Step 17: Click the hyperlink for the Effective Date value hyperlink to modify the date by which you want to deactivate the login credentials for the user account as necessary. The User Credentials page refreshes to display the Calendar control, which you can use to choose the effective date.



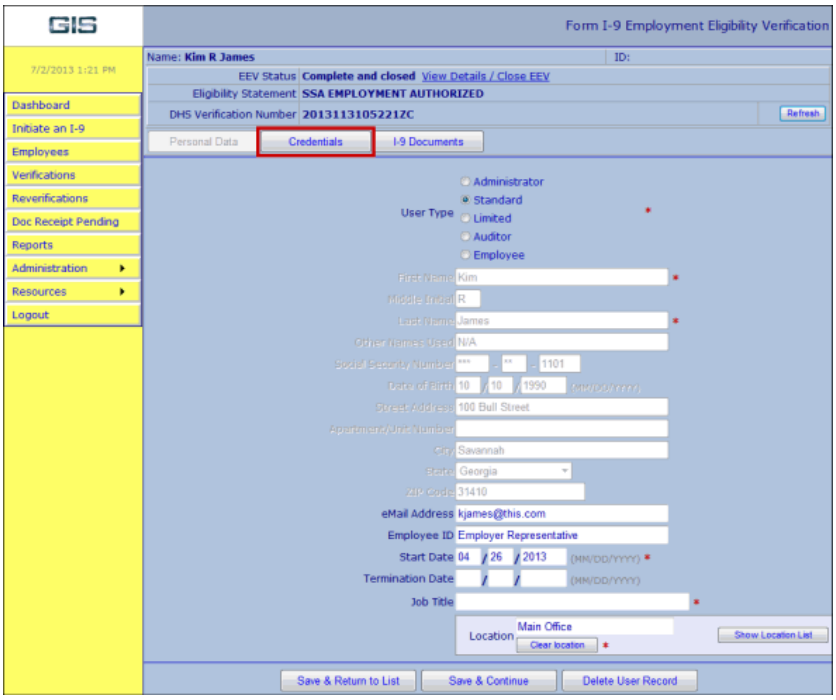
Step 18: Click **Save & Return to Dashboard** to save your changes and return to the COMPLI-9 Dashboard page or click **Save & Return to User List** to save your changes and return to the User Administration Page.



Step 19: Once you deactivate login credentials for the user account, the employee can no longer user their login credentials to access the Compli-9 system. However, if you need to reactivate the user account, from the User Administration Page, use the Search parameters section to perform a search and apply filter criteria to locate the user account you want to reactivate as necessary, and then click the corresponding Select hyperlink for the user account

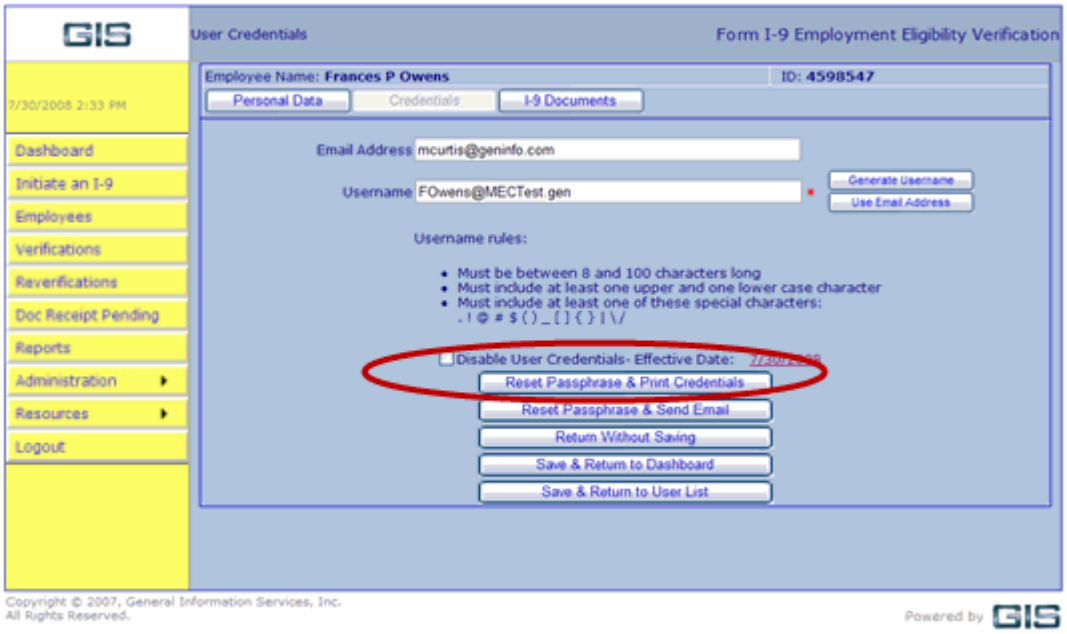


Step 20: Click the Credentials tab to access the User Credentials page.

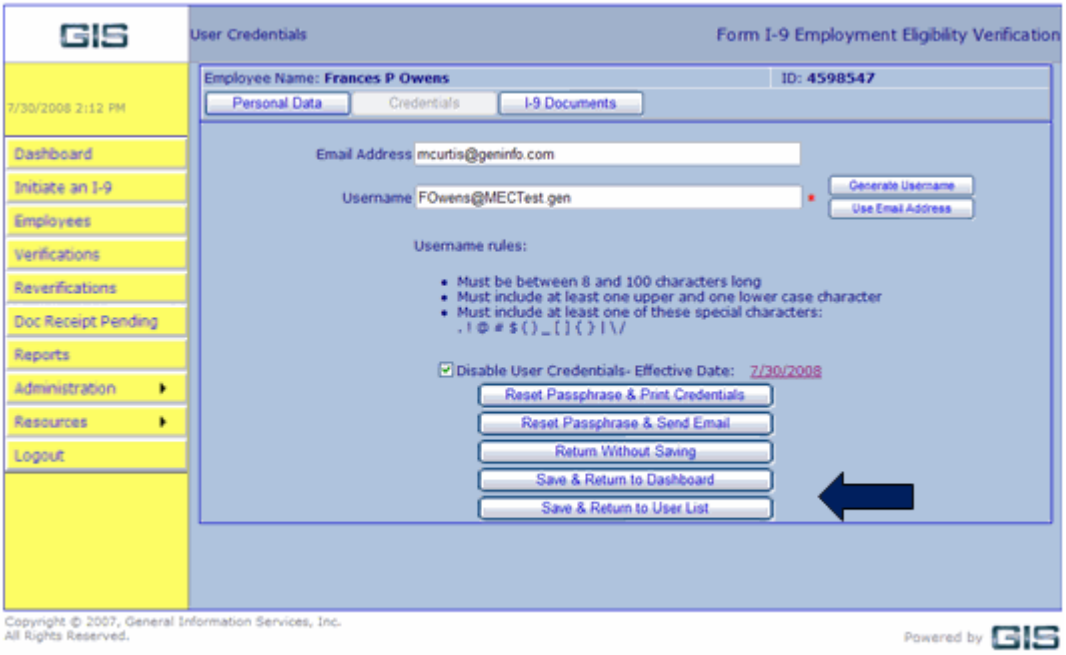


Step 21: Deselect the Disable User Credentials checkbox to reactivate the login credentials for the user account for the current date.

For security purposes, all reactivations are effective on the day you make the change. While you can click the hyperlink for the Effective Date value and then choose a new date from the Calendar control, once you save your changes, the current date displays as the Effective Date value.

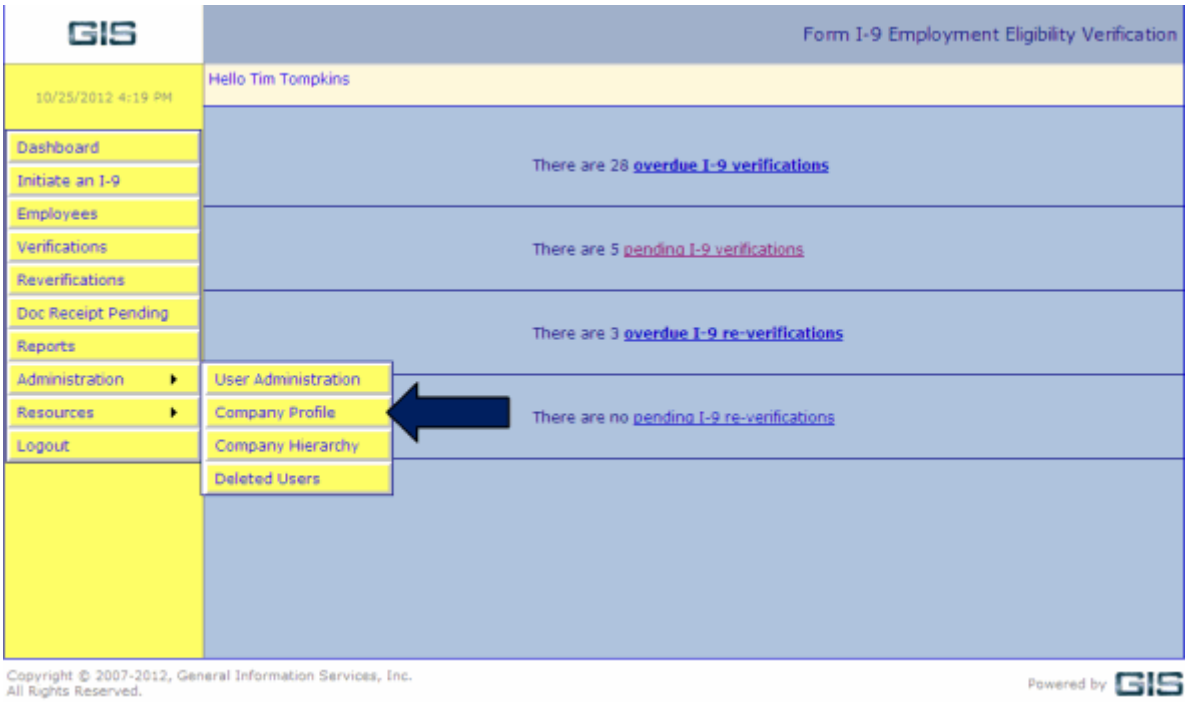


Step 22: Click **Save & Return to Dashboard** to save your changes and return to the COMPLI-9 Dashboard page or click **Save & Return to User List** to save your changes and return to the User Administration Page.

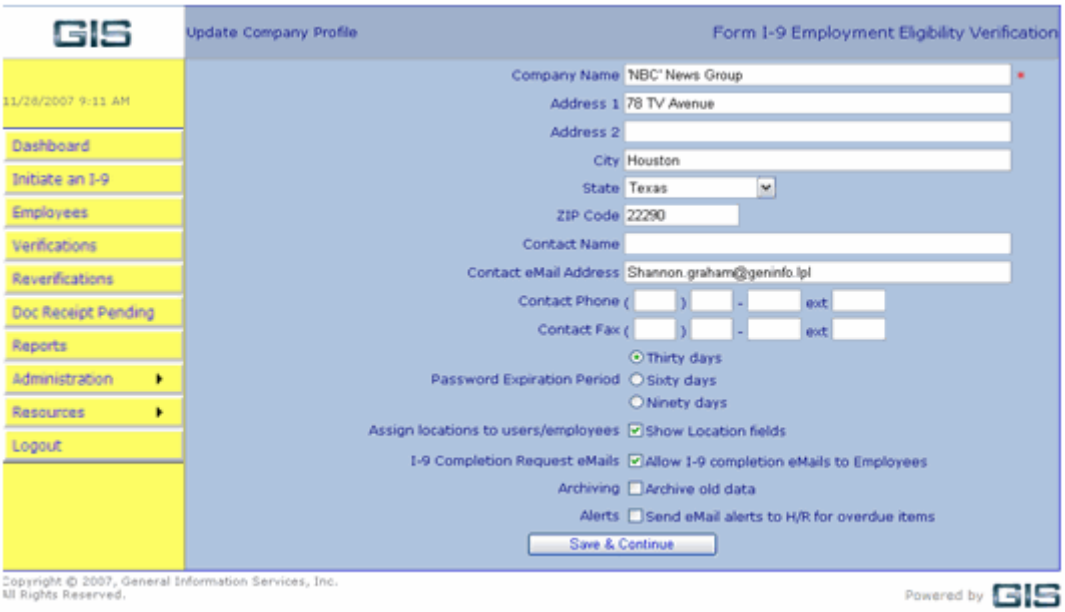


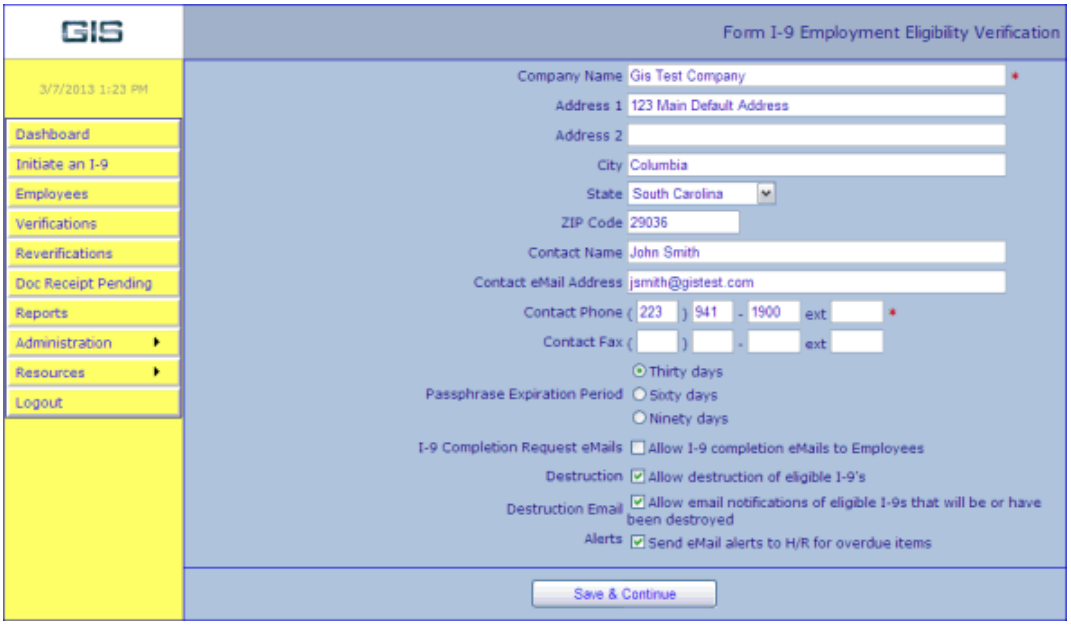
12 Update & Maintain Company Information

Step 1: From the COMPLI-9 Dashboard page, point to the Administration menu hyperlink and then select the Company Profile submenu hyperlink.



Step 2: The initial Update Company Profile page displays. The initial Update Company Profile page includes fields that display information about your company, such as address, main contact, passphrase expiration for user accounts, and other system options.




GIS
3/7/2013 1:23 PM
Dashboard
Initiate an I-9
Employees
Verifications
Reverifications
Doc Receipt Pending
Reports
Administration
Resources
Logout
Form I-9 Employment Eligibility Verification
Company Name Gis Test Company
Address 1 123 Main Default Address
Address 2
City Columbia
State South Carolina
ZIP Code 29036
Contact Name John Smith
Contact eMail Address jsmith@gistest.com
Contact Phone (223) 941 - 1900 ext
Contact Fax ( ) - ext
Passphrase Expiration Period Thirty days Sixty days Ninety days
I-9 Completion Request eMails Allow I-9 completion eMails to Employees
Destruction Allow destruction of eligible I-9's
Destruction Email Allow email notifications of eligible I-9s that will be or have been destroyed
Alerts Send eMail alerts to H/R for overdue items
Save & Continue

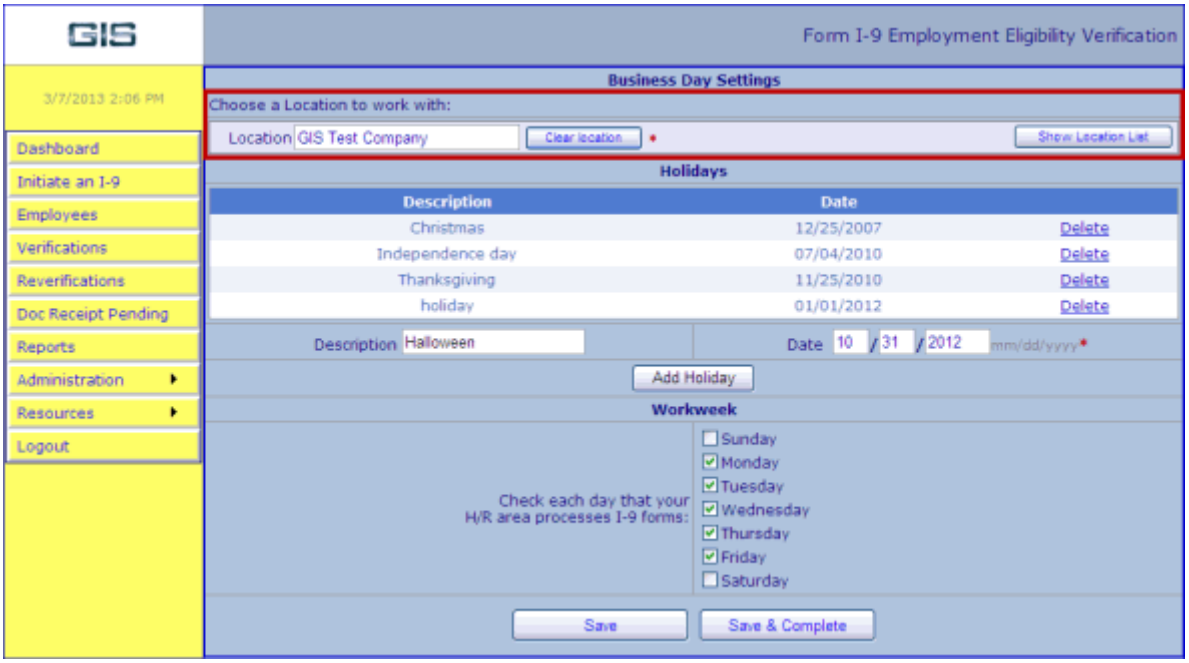
The following table provides details of the fields that display on the initial Update Company Profile page:

Field	Definition
Company Name	Text field used to type the name of the company.
Address 1, Address 2	Text fields used to type first and second lines of the street address for the company.
City	Text field used to type the city for the company address.
State	Drop-down field used to select the state for the company address.
ZIP Code	Text field used to type the postal code for the company address.
Contact Name	Text field used to type the name of the main contact for the company.
Contact eMail Address	Text field used to type the e-mail address of the main contact for the company.
Contact Phone	Text fields used to type the primary phone number and extension of the main contact for the company.
Contact Fax	Text fields used to type the fax number and extension of the main contact for the company.
Passphrase Expiration Period	Radio buttons used to select choose the number days after which the login passphrase for user accounts is set to expire for the company. Options are: • Thirty days • Sixty days • Ninety days
I-9 Completion Request eMails	Checkbox used to indicate whether you want to send automatic e-mail notifications to employees when initiating I-9 verification requests.
Destruction	Checkbox used to indicate whether you want to activate the Delete/Purge functionality, which allows you to delete or purge Form I-9 records within the Compli-9 system at the end of the record retention period.
Destruction Email	Checkbox used to indicate whether you want to continue to send e-mail notifications if the I-9 verification record is either set to be destroyed or has already been destroyed.
Alerts	Checkbox used to indicate whether you want to automatic e-mail notifications for overdue items.

Step 3: Use the fields that display on the initial Update Company Profile page to modify the company profile information as necessary and then click **Save & Continue**.

Step 4: The Update Company Profile page refreshes to display the Business Day Settings section. The Business Day Settings section allows you to define holidays and normal business days for the company.

When defining holidays and normal business days for the company, if your company utilizes the Compli-9 Company Hierarchy functionality, you can use the Location field in the Business Day Settings section of the Update Company Profile page to choose the location to which you want to apply changes.



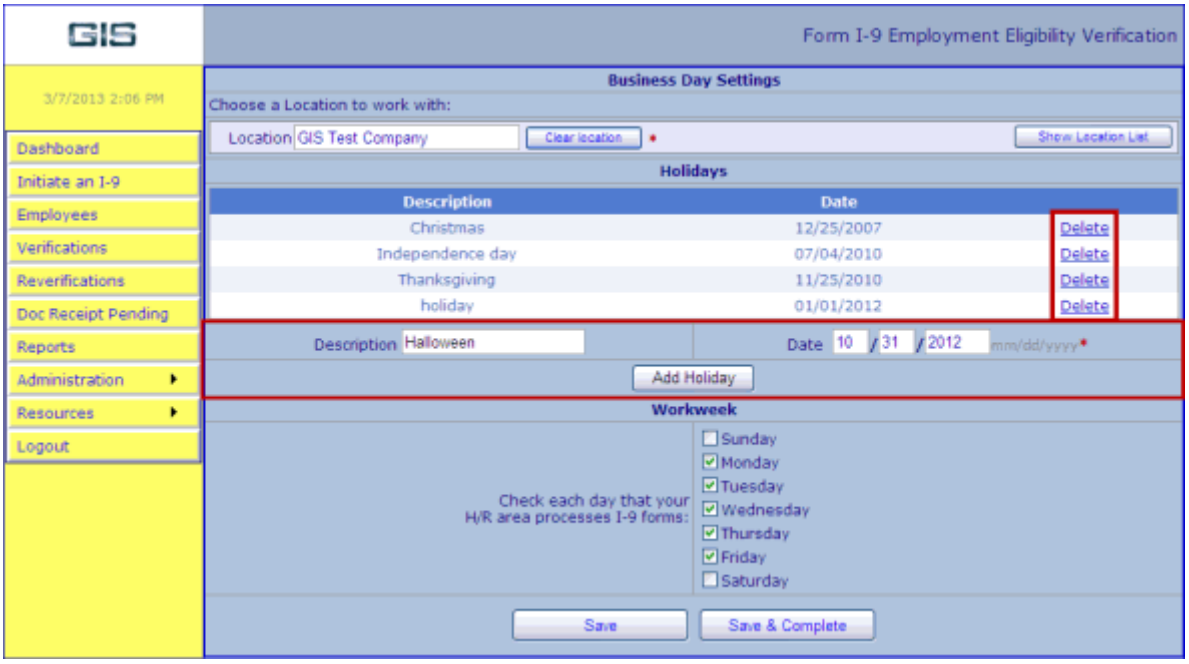
If you choose a highest level location from the Location field and then apply holiday or business day changes, the changes you make apply to *all* locations *under* the location you select based on the company hierarchy. If you want to apply holiday or business day changes to a *specific* location *other than* the highest level location in the company hierarchy, you should choose the specific location from the Location field *before* you save your changes.

Step 5: Do one or more of the following as necessary:

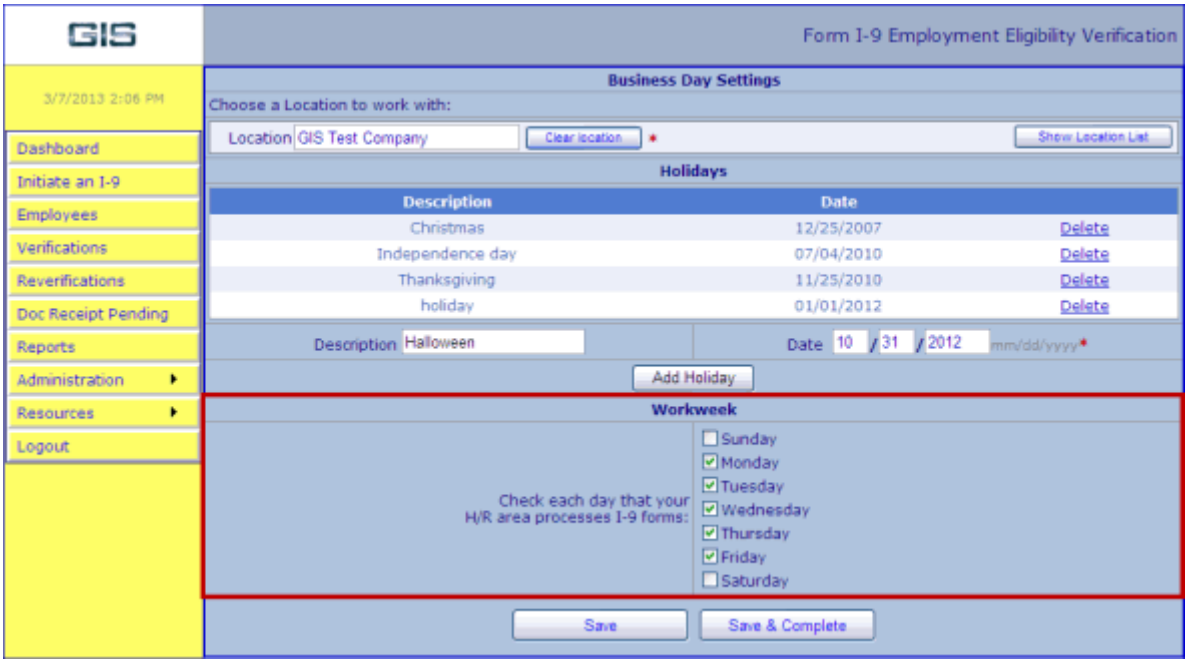
- If you want to add update holidays for the company, continue to Step 6.
- If you want to modify normal business days for the company, continue to Step 8.

Step 6: Do one or more of the following to update holidays for the company as necessary:

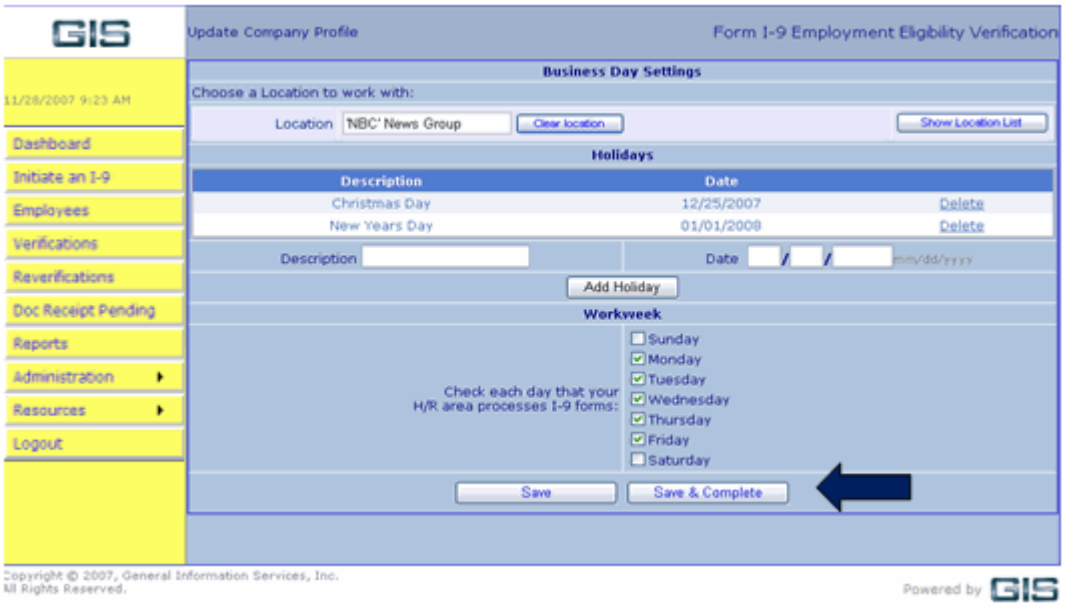
- Type a description of the holiday you want to add for the company in the Description field, type the date, in MM/DD/YYYY format, for the holiday in the Date field, and then click Add Holiday to add new holidays to the Holidays list.
- Click the corresponding Delete hyperlink to remove existing holidays from the Holidays list.



Step 7: Select the corresponding checkboxes for the business days that the company processes I-9 verifications from the Workweek section.

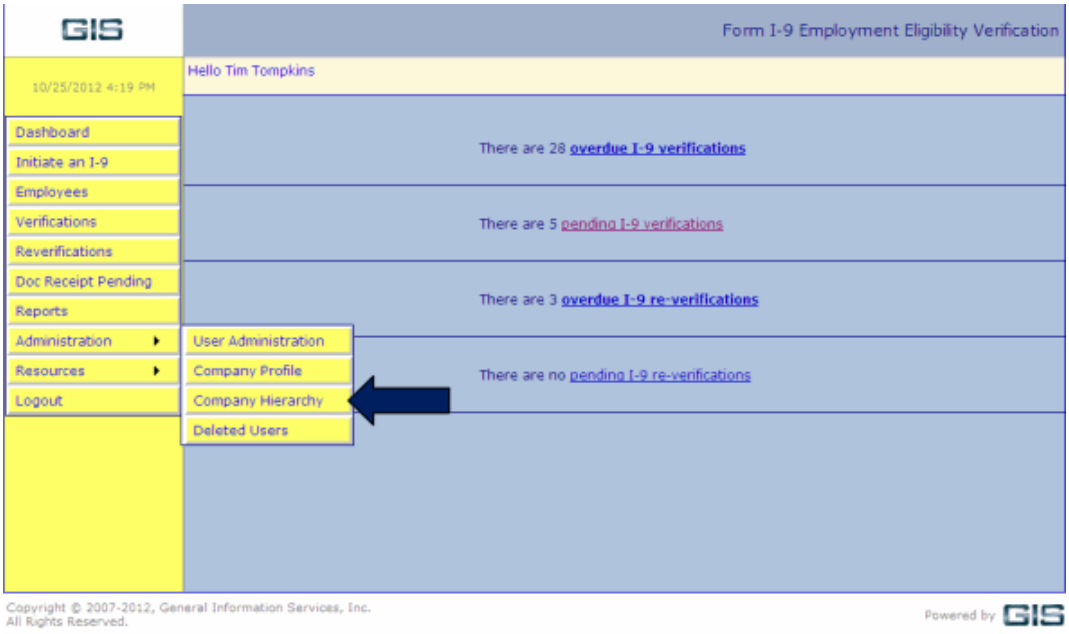


Step 8: Click **Save & Complete** to save your changes and return to the COMPLI-9 Dashboard page.

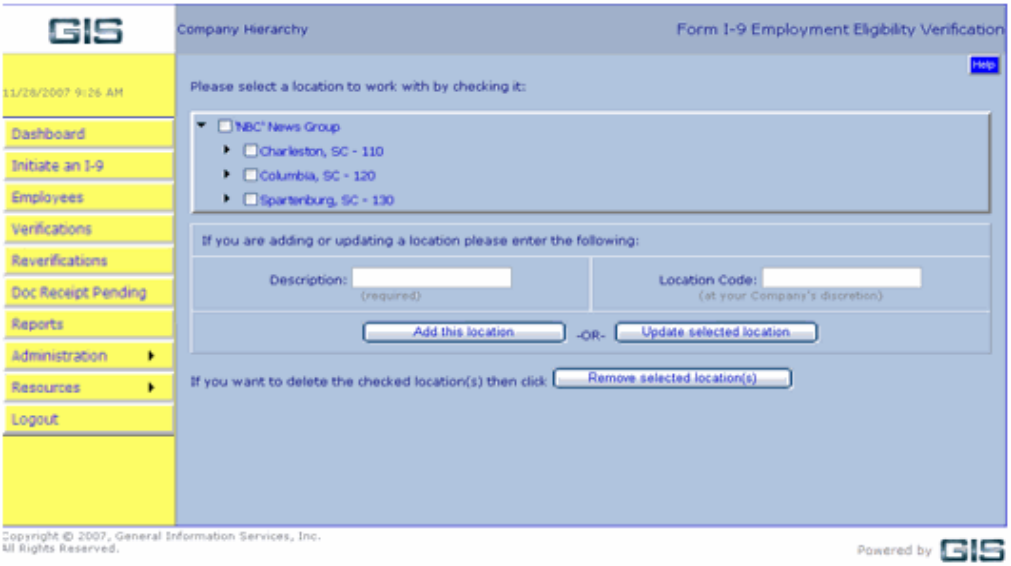


12 Update & Maintain Company Locations or Levels*

Step 1: From the COMPLI-9 Dashboard page, point to the Administration menu hyperlink and then select the Company Hierarchy submenu hyperlink to create and maintain the Compli-9 Company Hierarchy for the company.



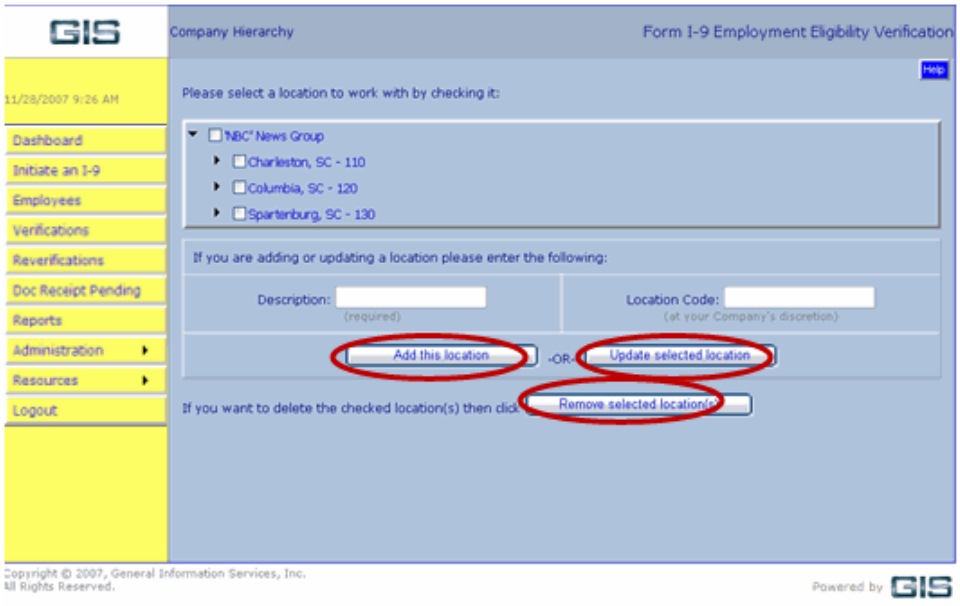
Step 2: The initial Company Hierarchy page displays. The Company Hierarchy page contains information about the locations or hierarchy levels in your company's structure.



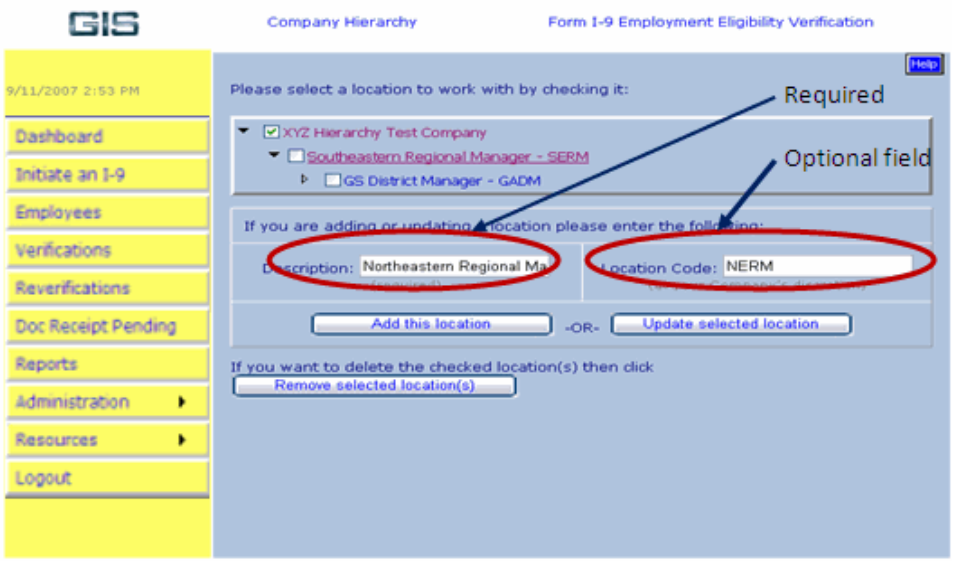
If your business or organization submits EEV / E-Verify orders, you cannot access the Company Hierarchy page. In this case, GIS is responsible for creating and maintaining your company hierarchy to ensure that it stays in synch with the hierarchy within the GIS eQuest+ system.

Step 3: Do one of the following as necessary:

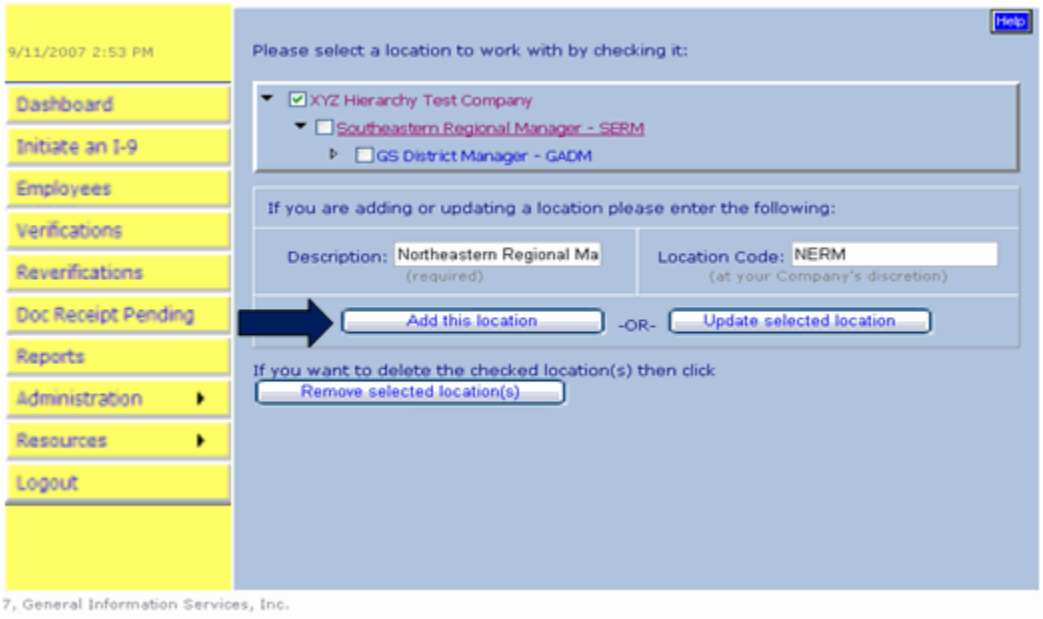
- If you want to add locations, click the hyperlink for the location under which you want to add a location, click **Add this location**, and then continue to Step 4.
- If you want to update existing locations, click the hyperlink for the location or location level you want to update from the Locations list, click **Update selected location**, and then proceed to Steps 6-7.
- If you want to remove existing locations refer to Steps 8-9.



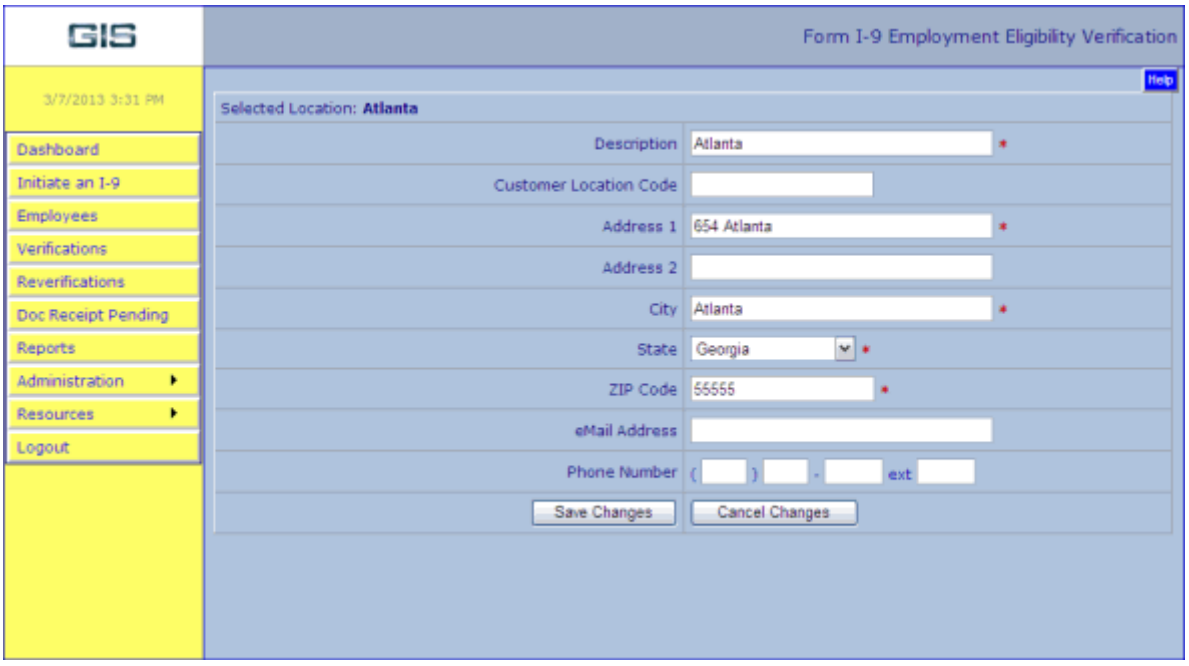
Step 4: The Company hierarchy page refreshes to display fields you can use to provide information for the new location. Type the location name if the Description field and then type the location code in the optional Location Code field.



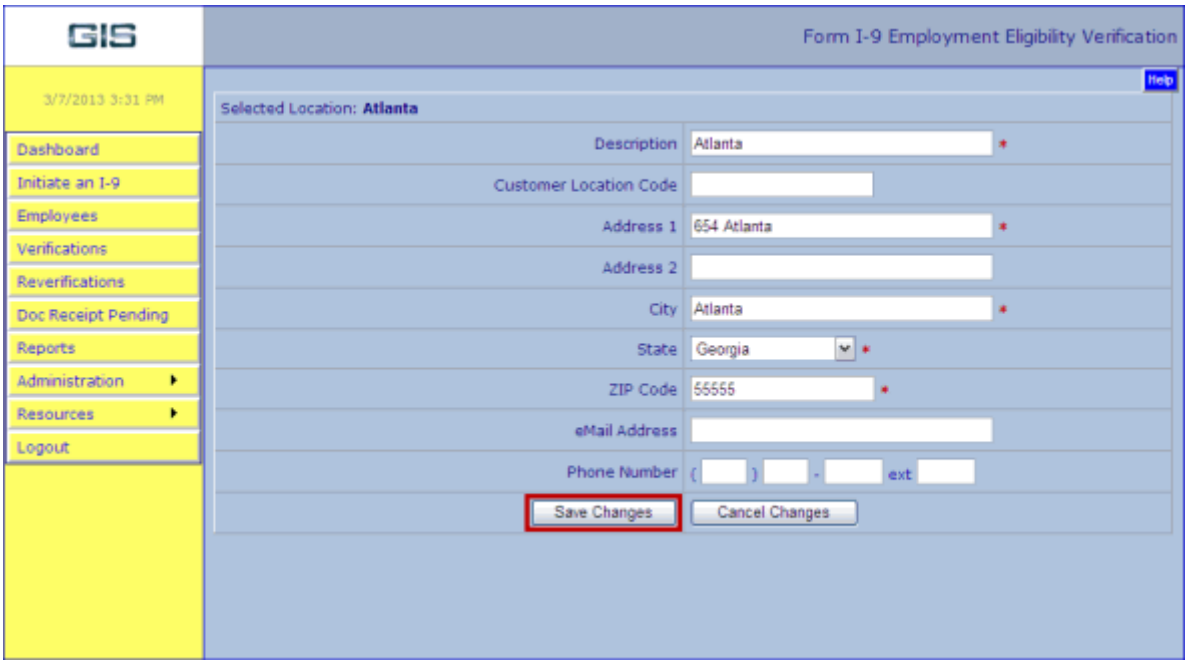
Step 5: Click **Add this location** to save your changes and return to the initial Company Hierarchy page.



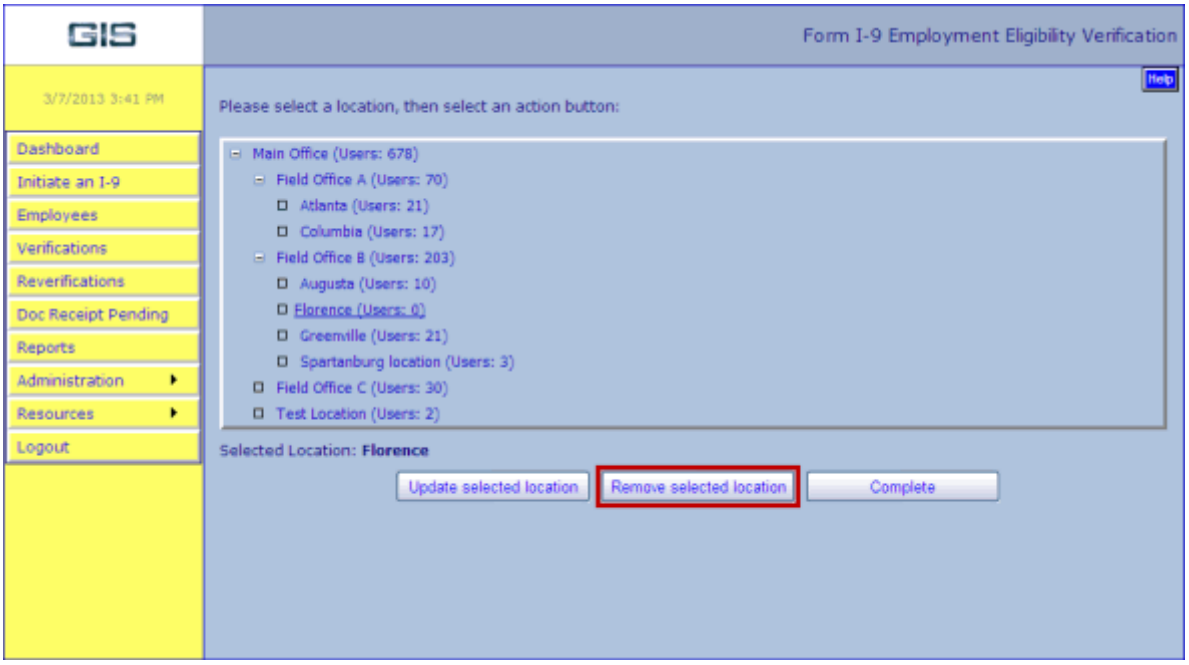
Step 6: The Company Hierarchy page refreshes to display fields you can use to update the existing location or location level you selected. Use the fields that display on the Company Hierarchy page to update the description, location code, and contact information for the company as necessary.



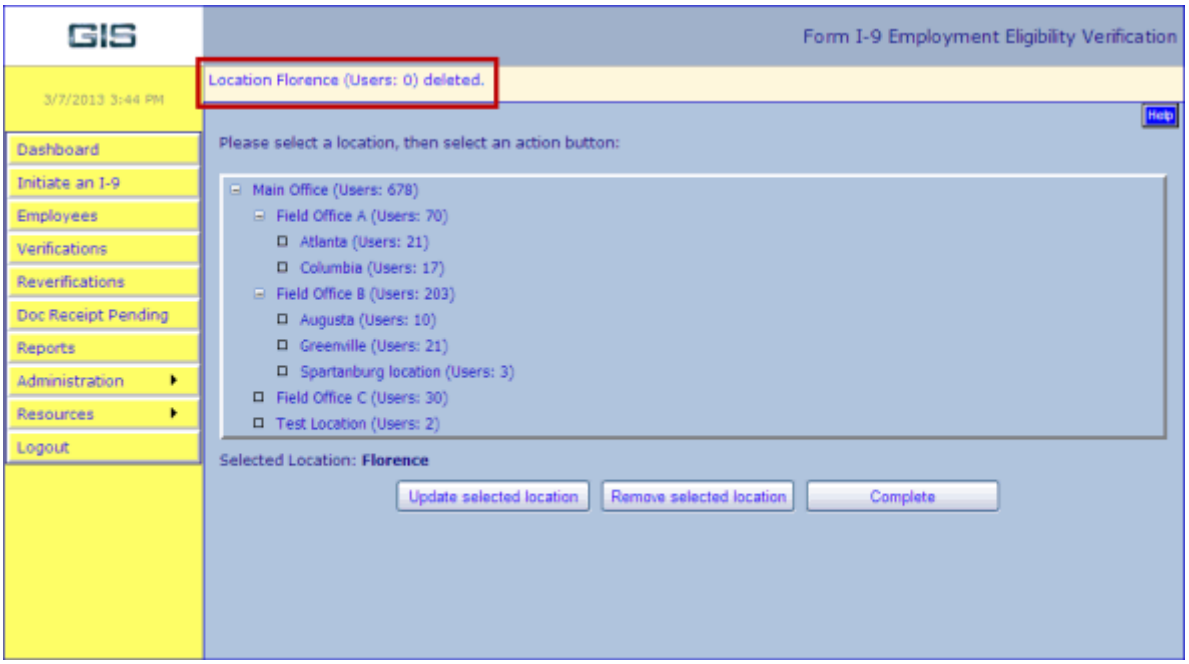
Step 7: Click **Save Changes** to save your changes and return to the initial Company Hierarchy page.



Step 8: From the initial Company Hierarchy page, click the hyperlink for the location or location level you want to remove from the Locations list and then click **Remove selected location**.

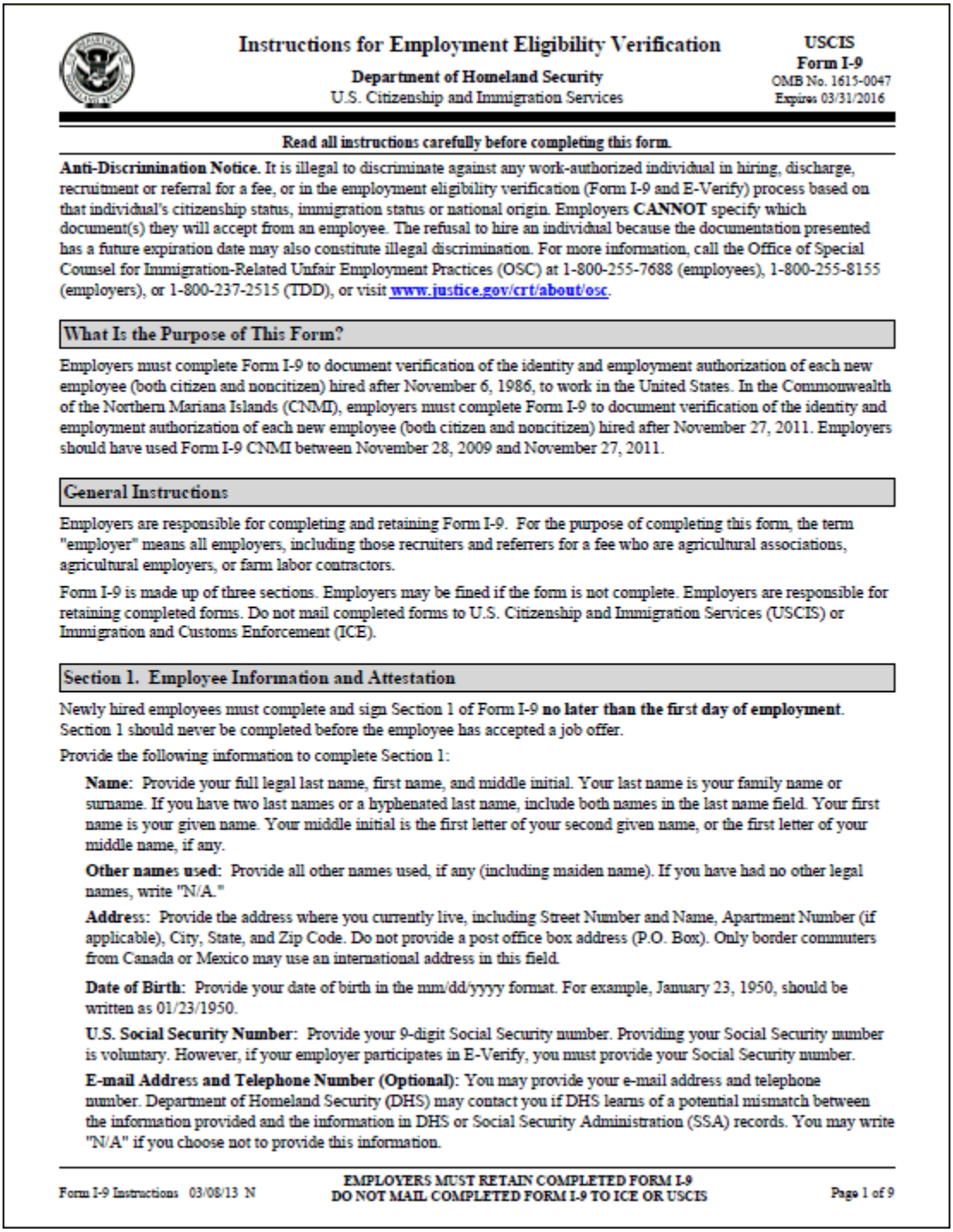


Step 9: The Company Hierarchy page refreshes to display a message indicating that the location or level has been deleted, and the location or location level you removed no longer displays in the Locations list.



A Appendix A: Form I-9

The following content consists of sample images from the official Form I-9, effective 3/8/2013:



Instructions for Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

Read all instructions carefully before completing this form.

Anti-Discrimination Notice. It is illegal to discriminate against any work-authorized individual in hiring, discharge, recruitment or referral for a fee, or in the employment eligibility verification (Form I-9 and E-Verify) process based on that individual's citizenship status, immigration status or national origin. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination. For more information, call the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC) at 1-800-255-7688 (employees), 1-800-255-8155 (employers), or 1-800-237-2515 (TDD), or visit www.justice.gov/crt/about/osc.

What Is the Purpose of This Form?

Employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 6, 1986, to work in the United States. In the Commonwealth of the Northern Mariana Islands (CNMI), employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 27, 2011. Employers should have used Form I-9 CNMI between November 28, 2009 and November 27, 2011.

General Instructions

Employers are responsible for completing and retaining Form I-9. For the purpose of completing this form, the term "employer" means all employers, including those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors.

Form I-9 is made up of three sections. Employers may be fined if the form is not complete. Employers are responsible for retaining completed forms. Do not mail completed forms to U.S. Citizenship and Immigration Services (USCIS) or Immigration and Customs Enforcement (ICE).

Section 1. Employee Information and Attestation

Newly hired employees must complete and sign Section 1 of Form I-9 **no later than the first day of employment**. Section 1 should never be completed before the employee has accepted a job offer.

Provide the following information to complete Section 1:

Name: Provide your full legal last name, first name, and middle initial. Your last name is your family name or surname. If you have two last names or a hyphenated last name, include both names in the last name field. Your first name is your given name. Your middle initial is the first letter of your second given name, or the first letter of your middle name, if any.

Other names used: Provide all other names used, if any (including maiden name). If you have had no other legal names, write "N/A."

Address: Provide the address where you currently live, including Street Number and Name, Apartment Number (if applicable), City, State, and Zip Code. Do not provide a post office box address (P.O. Box). Only border commuters from Canada or Mexico may use an international address in this field.

Date of Birth: Provide your date of birth in the mm/dd/yyyy format. For example, January 23, 1950, should be written as 01/23/1950.

U.S. Social Security Number: Provide your 9-digit Social Security number. Providing your Social Security number is voluntary. However, if your employer participates in E-Verify, you must provide your Social Security number.

E-mail Address and Telephone Number (Optional): You may provide your e-mail address and telephone number. Department of Homeland Security (DHS) may contact you if DHS learns of a potential mismatch between the information provided and the information in DHS or Social Security Administration (SSA) records. You may write "N/A" if you choose not to provide this information.

Form I-9 Instructions 03/08/13 N

EMPLOYERS MUST RETAIN COMPLETED FORM I-9
DO NOT MAIL COMPLETED FORM I-9 TO ICE OR USCIS

Page 1 of 9

All employees must attest in Section 1, under penalty of perjury, to their citizenship or immigration status by checking one of the following four boxes provided on the form:

1. **A citizen of the United States**
2. **A noncitizen national of the United States:** Noncitizen nationals of the United States are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.
3. **A lawful permanent resident:** A lawful permanent resident is any person who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant. The term "lawful permanent resident" includes conditional residents. If you check this box, write either your Alien Registration Number (A-Number) or USCIS Number in the field next to your selection. At this time, the USCIS Number is the same as the A-Number without the "A" prefix.
4. **An alien authorized to work:** If you are not a citizen or national of the United States or a lawful permanent resident, but are authorized to work in the United States, check this box.

   If you check this box:

   a. Record the date that your employment authorization expires, if any. Aliens whose employment authorization does not expire, such as refugees, asylees, and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau, may write "N/A" on this line.

   b. Next, enter your Alien Registration Number (A-Number)/USCIS Number. At this time, the USCIS Number is the same as your A-Number without the "A" prefix. If you have not received an A-Number/USCIS Number, record your Admission Number. You can find your Admission Number on Form I-94, "Arrival-Departure Record," or as directed by USCIS or U.S. Customs and Border Protection (CPB).

      (1) If you obtained your admission number from CBP in connection with your arrival in the United States, then also record information about the foreign passport you used to enter the United States (number and country of issuance).

      (2) If you obtained your admission number from USCIS *within the United States*, or you entered the United States without a foreign passport, you must write "N/A" in the Foreign Passport Number and Country of Issuance fields.

Sign your name in the "Signature of Employee" block and record the date you completed and signed Section 1. By signing and dating this form, you attest that the citizenship or immigration status you selected is correct and that you are aware that you may be imprisoned and/or fined for making false statements or using false documentation when completing this form. To fully complete this form, you must present to your employer documentation that establishes your identity and employment authorization. Choose which documents to present from the Lists of Acceptable Documents, found on the last page of this form. You must present this documentation no later than the third day after beginning employment, although you may present the required documentation before this date.

Preparer and/or Translator Certification

The Preparer and/or Translator Certification must be completed if the employee requires assistance to complete Section 1 (e.g., the employee needs the instructions or responses translated, someone other than the employee fills out the information blocks, or someone with disabilities needs additional assistance). The employee must still sign Section 1.

Minors and Certain Employees with Disabilities (Special Placement)

Parents or legal guardians assisting minors (individuals under 18) and certain employees with disabilities should review the guidelines in the *Handbook for Employers: Instructions for Completing Form I-9 (M-274)* on www.uscis.gov/I-9Central before completing Section 1. These individuals have special procedures for establishing identity if they cannot present an identity document for Form I-9. The special procedures include **(1)** the parent or legal guardian filling out Section 1 and writing "minor under age 18" or "special placement," whichever applies, in the employee signature block; and **(2)** the employer writing "minor under age 18" or "special placement" under List B in Section 2.

Section 2. Employer or Authorized Representative Review and Verification

Before completing Section 2, employers must ensure that Section 1 is completed properly and on time. Employers may not ask an individual to complete Section 1 before he or she has accepted a job offer.

Employers or their authorized representative must complete Section 2 by examining evidence of identity and employment authorization within 3 business days of the employee's first day of employment. For example, if an employee begins employment on Monday, the employer must complete Section 2 by Thursday of that week. However, if an employer hires an individual for less than 3 business days, Section 2 must be completed no later than the first day of employment. An employer may complete Form I-9 before the first day of employment if the employer has offered the individual a job and the individual has accepted.

Employers cannot specify which document(s) employees may present from the Lists of Acceptable Documents, found on the last page of Form I-9, to establish identity and employment authorization. Employees must present one selection from List A **OR** a combination of one selection from List B and one selection from List C. List A contains documents that show both identity and employment authorization. Some List A documents are combination documents. The employee must present combination documents together to be considered a List A document. For example, a foreign passport and a Form I-94 containing an endorsement of the alien's nonimmigrant status must be presented together to be considered a List A document. List B contains documents that show identity only, and List C contains documents that show employment authorization only. If an employee presents a List A document, he or she should **not** present a List B and List C document, and vice versa. If an employer participates in E-Verify, the List B document must include a photograph.

In the field below the Section 2 introduction, employers must enter the last name, first name and middle initial, if any, that the employee entered in Section 1. This will help to identify the pages of the form should they get separated.

Employers or their authorized representative must:

1. Physically examine each original document the employee presents to determine if it reasonably appears to be genuine and to relate to the person presenting it. The person who examines the documents must be the same person who signs Section 2. The examiner of the documents and the employee must both be physically present during the examination of the employee's documents.
2. Record the document title shown on the Lists of Acceptable Documents, issuing authority, document number and expiration date (if any) from the original document(s) the employee presents. You may write "N/A" in any unused fields.

   If the employee is a student or exchange visitor who presented a foreign passport with a Form I-94, the employer should also enter in Section 2:

   a. The student's Form I-20 or DS-2019 number (Student and Exchange Visitor Information System-SEVIS Number); **and** the program end date from Form I-20 or DS-2019.
3. Under Certification, enter the employee's first day of employment. Temporary staffing agencies may enter the first day the employee was placed in a job pool. Recruiters and recruiters for a fee do not enter the employee's first day of employment.
4. Provide the name and title of the person completing Section 2 in the Signature of Employer or Authorized Representative field.
5. Sign and date the attestation on the date Section 2 is completed.
6. Record the employer's business name and address.
7. Return the employee's documentation.

Employers may, but are not required to, photocopy the document(s) presented. If photocopies are made, they should be made for **ALL** new hires or reverifications. Photocopies must be retained and presented with Form I-9 in case of an inspection by DHS or other federal government agency. Employers must always complete Section 2 even if they photocopy an employee's document(s). Making photocopies of an employee's document(s) cannot take the place of completing Form I-9. Employers are still responsible for completing and retaining Form I-9.

Unexpired Documents

Generally, only unexpired, original documentation is acceptable. The only exception is that an employee may present a certified copy of a birth certificate. Additionally, in some instances, a document that appears to be expired may be acceptable if the expiration date shown on the face of the document has been extended, such as for individuals with temporary protected status. Refer to the *Handbook for Employers: Instructions for Completing Form I-9 (M-274)* or I-9 Central (www.uscis.gov/I-9Central) for examples.

Receipts

If an employee is unable to present a required document (or documents), the employee can present an acceptable receipt in lieu of a document from the Lists of Acceptable Documents on the last page of this form. Receipts showing that a person has applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable. Employers cannot accept receipts if employment will last less than 3 days. Receipts are acceptable when completing Form I-9 for a new hire or when reverification is required.

Employees must present receipts within 3 business days of their first day of employment, or in the case of reverification, by the date that reverification is required, and must present valid replacement documents within the time frames described below.

There are three types of acceptable receipts:

1. A receipt showing that the employee has applied to replace a document that was lost, stolen or damaged. The employee must present the actual document within 90 days from the date of hire.
2. The arrival portion of Form I-94/I-94A with a temporary I-551 stamp and a photograph of the individual. The employee must present the actual Permanent Resident Card (Form I-551) by the expiration date of the temporary I-551 stamp, or, if there is no expiration date, within 1 year from the date of issue.
3. The departure portion of Form I-94/I-94A with a refugee admission stamp. The employee must present an unexpired Employment Authorization Document (Form I-766) or a combination of a List B document and an unrestricted Social Security card within 90 days.

When the employee provides an acceptable receipt, the employer should:

1. Record the document title in Section 2 under the sections titled List A, List B, or List C, as applicable.
2. Write the word "receipt" and its document number in the "Document Number" field. Record the last day that the receipt is valid in the "Expiration Date" field.

By the end of the receipt validity period, the employer should:

1. Cross out the word "receipt" and any accompanying document number and expiration date.
2. Record the number and other required document information from the actual document presented.
3. Initial and date the change.

See the *Handbook for Employers: Instructions for Completing Form I-9 (M-274)* at www.uscis.gov/I-9Central for more information on receipts.

Section 3. Reverification and Rehires

Employers or their authorized representatives should complete Section 3 when reverifying that an employee is authorized to work. When rehiring an employee within 3 years of the date Form I-9 was originally completed, employers have the option to complete a new Form I-9 or complete Section 3. When completing Section 3 in either a reverification or rehire situation, if the employee's name has changed, record the name change in Block A.

For employees who provide an employment authorization expiration date in Section 1, employers must reverify employment authorization on or before the date provided.

Some employees may write "N/A" in the space provided for the expiration date in Section 1 if they are aliens whose employment authorization does not expire (e.g., asylees, refugees, certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau). Reverification does not apply for such employees unless they chose to present evidence of employment authorization in Section 2 that contains an expiration date and requires reverification, such as Form I-766, Employment Authorization Document.

Reverification applies if evidence of employment authorization (List A or List C document) presented in Section 2 expires. However, employers should not reverify:

1. U.S. citizens and noncitizen nationals; or
2. Lawful permanent residents who presented a Permanent Resident Card (Form I-551) for Section 2.

Reverification does not apply to List B documents.

If both Section 1 and Section 2 indicate expiration dates triggering the reverification requirement, the employer should reverify by the earlier date.

For reverification, an employee must present unexpired documentation from either List A or List C showing he or she is still authorized to work. Employers CANNOT require the employee to present a particular document from List A or List C. The employee may choose which document to present.

To complete Section 3, employers should follow these instructions:

1. Complete Block A if an employee's name has changed at the time you complete Section 3.
2. Complete Block B with the date of rehire if you rehire an employee within 3 years of the date this form was originally completed, and the employee is still authorized to be employed on the same basis as previously indicated on this form. Also complete the "Signature of Employer or Authorized Representative" block.
3. Complete Block C if:
   a. The employment authorization or employment authorization document of a current employee is about to expire and requires reverification; or
   b. You rehire an employee within 3 years of the date this form was originally completed and his or her employment authorization or employment authorization document has expired. (Complete Block B for this employee as well.)

   To complete Block C:
   a. Examine either a List A or List C document the employee presents that shows that the employee is currently authorized to work in the United States; and
   b. Record the document title, document number, and expiration date (if any).
4. After completing block A, B or C, complete the "Signature of Employer or Authorized Representative" block, including the date.

   For reverification purposes, employers may either complete Section 3 of a new Form I-9 or Section 3 of the previously completed Form I-9. Any new pages of Form I-9 completed during reverification must be attached to the employee's original Form I-9. If you choose to complete Section 3 of a new Form I-9, you may attach just the page containing Section 3, with the employee's name entered at the top of the page, to the employee's original Form I-9. If there is a more current version of Form I-9 at the time of reverification, you must complete Section 3 of that version of the form.

What Is the Filing Fee?

There is no fee for completing Form I-9. This form is not filed with USCIS or any government agency. Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the **"USCIS Privacy Act Statement"** below.

USCIS Forms and Information

For more detailed information about completing Form I-9, employers and employees should refer to the *Handbook for Employers: Instructions for Completing Form I-9 (M-274)*.

You can also obtain information about Form I-9 from the USCIS Web site at www.uscis.gov/I-9Central, by e-mailing USCIS at **I-9Central@dhs.gov**, or by calling **1-888-464-4218**. For TDD (hearing impaired), call **1-877-875-6028**.

To obtain USCIS forms or the *Handbook for Employers*, you can download them from the USCIS Web site at www.uscis.gov/forms. You may order USCIS forms by calling our toll-free number at **1-800-870-3676**. You may also obtain forms and information by contacting the USCIS National Customer Service Center at **1-800-375-5283**. For TDD (hearing impaired), call **1-800-767-1833**.

Information about E-Verify, a free and voluntary program that allows participating employers to electronically verify the employment eligibility of their newly hired employees, can be obtained from the USCIS Web site at www.dhs.gov/E-Verify, by e-mailing USCIS at **E-Verify@dhs.gov** or by calling **1-888-464-4218**. For TDD (hearing impaired), call **1-877-875-6028**.

Employees with questions about Form I-9 and/or E-Verify can reach the USCIS employee hotline by calling **1-888-897-7781**. For TDD (hearing impaired), call **1-877-875-6028**.

Photocopying and Retaining Form I-9

A blank Form I-9 may be reproduced, provided all sides are copied. The instructions and Lists of Acceptable Documents must be available to all employees completing this form. Employers must retain each employee's completed Form I-9 for as long as the individual works for the employer. Employers are required to retain the pages of the form on which the employee and employer enter data. If copies of documentation presented by the employee are made, those copies must also be kept with the form. Once the individual's employment ends, the employer must retain this form for either 3 years after the date of hire or 1 year after the date employment ended, whichever is later.

Form I-9 may be signed and retained electronically, in compliance with Department of Homeland Security regulations at 8 CFR 274a.2.

USCIS Privacy Act Statement

AUTHORITIES: The authority for collecting this information is the Immigration Reform and Control Act of 1986, Public Law 99-603 (8 USC 1324a).

PURPOSE: This information is collected by employers to comply with the requirements of the Immigration Reform and Control Act of 1986. This law requires that employers verify the identity and employment authorization of individuals they hire for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

DISCLOSURE: Submission of the information required in this form is voluntary. However, failure of the employer to ensure proper completion of this form for each employee may result in the imposition of civil or criminal penalties. In addition, employing individuals knowing that they are unauthorized to work in the United States may subject the employer to civil and/or criminal penalties.

ROUTINE USES: This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The employer will keep this form and make it available for inspection by authorized officials of the Department of Homeland Security, Department of Labor, and Office of Special Counsel for Immigration-Related Unfair Employment Practices.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 35 minutes per response, including the time for reviewing instructions and completing and retaining the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue NW, Washington, DC 20529-2140; OMB No. 1615-0047. **Do not mail your completed Form I-9 to this address.**

Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

▶**START HERE.** **Read instructions carefully before completing this form. The instructions must be available during completion of this form.**
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name *(Family Name)*	First Name *(Given Name)*	Middle Initial	Other Names Used *(if any)*

Address *(Street Number and Name)*	Apt. Number	City or Town	State	Zip Code

Date of Birth *(mm/dd/yyyy)*	U.S. Social Security Number	E-mail Address	Telephone Number
	☐☐☐-☐☐-☐☐☐☐		

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

☐ A citizen of the United States

☐ A noncitizen national of the United States *(See Instructions)*

☐ A lawful permanent resident (Alien Registration Number/USCIS Number): _____

☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____. Some aliens may write "N/A" in this field. *(See Instructions)*

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: _____

OR

2. Form I-94 Admission Number: _____

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____

Country of Issuance: _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. *(See Instructions)*

3-D Barcode
Do Not Write In This Space

Signature of Employee:	Date *(mm/dd/yyyy)*:

Preparer and/or Translator Certification *(To be completed and signed if Section 1 is prepared by a person other than the employee.)*

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator:	Date *(mm/dd/yyyy)*:

Last Name *(Family Name)*	First Name *(Given Name)*

Address *(Street Number and Name)*	City or Town	State	Zip Code

STOP *Employer Completes Next Page* STOP

Form I-9 03/08/13 N Page 7 of 9

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1:

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title:		Document Title:		Document Title:
Issuing Authority:		Issuing Authority:		Issuing Authority:
Document Number:		Document Number:		Document Number:
Expiration Date *(if any)*(mm/dd/yyyy):		Expiration Date *(if any)*(mm/dd/yyyy):		Expiration Date *(if any)*(mm/dd/yyyy):
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date *(if any)*(mm/dd/yyyy):				
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date *(if any)*(mm/dd/yyyy):				

2-D Barcode
Do Not Write In This Space

Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment *(mm/dd/yyyy)*: _____ ***(See instructions for exemptions.)***

Signature of Employer or Authorized Representative	Date *(mm/dd/yyyy)*	Title of Employer or Authorized Representative
Last Name *(Family Name)* First Name *(Given Name)*		Employer's Business or Organization Name
Employer's Business or Organization Address *(Street Number and Name)*	City or Town	State / Zip Code

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name *(if applicable)* Last Name *(Family Name)* First Name *(Given Name)* Middle Initial	B. Date of Rehire *(if applicable)* *(mm/dd/yyyy)*:

C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

Document Title:	Document Number:	Expiration Date *(if any)*(mm/dd/yyyy):

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative:	Date *(mm/dd/yyyy)*:	Print Name of Employer or Authorized Representative:

Form I-9 03/08/13 N Page 8 of 9

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		9. Driver's license issued by a Canadian government authority		8. Employment authorization document issued by the Department of Homeland Security
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

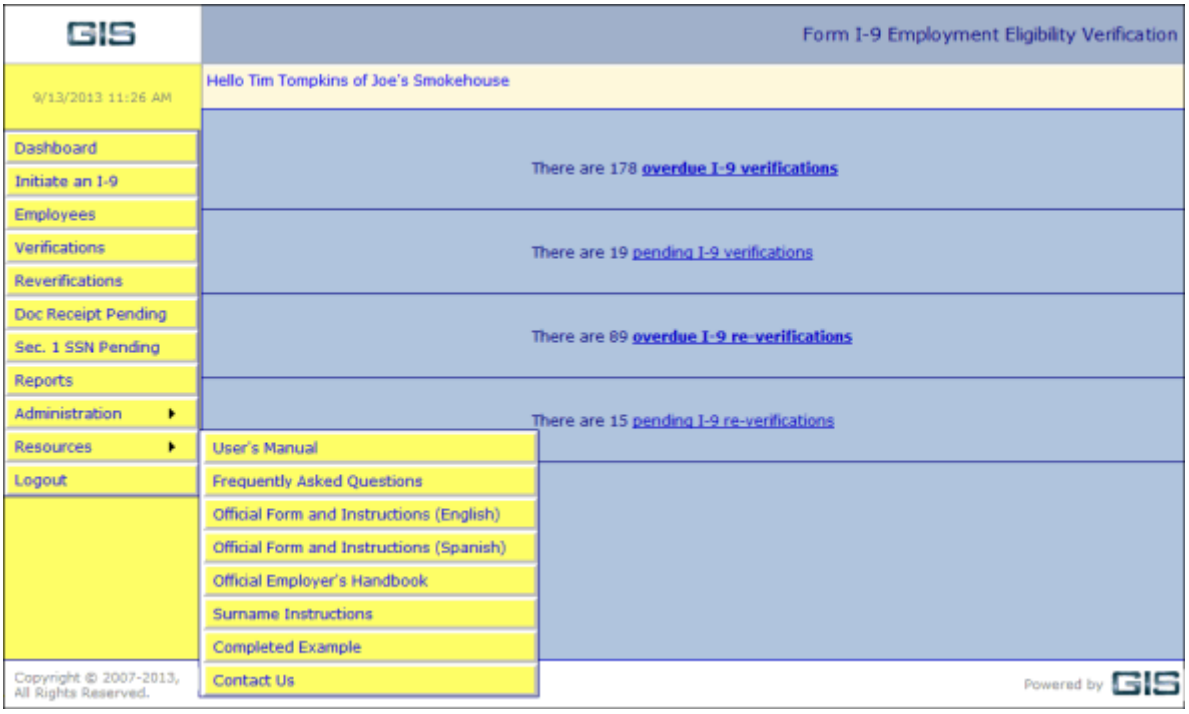
Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.

Form I-9 03/08/13 N Page 9 of 9

B Appendix B: Resources

Throughout the system, there are a number of resources that can be used to assist you with any questions, additional information, or help you may need. You can access this information from the Navigation Menu section by pointing to the Resources hyperlink and then selecting any of the submenu hyperlinks.



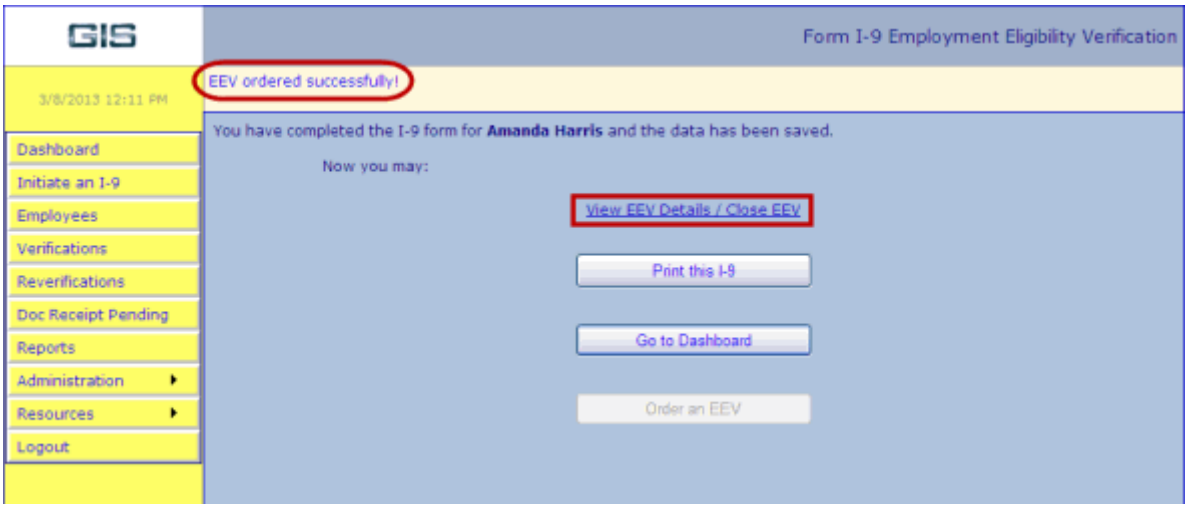
C Appendix C: Error Message

When using the Compli-9 system, if you receive the following error as you attempt to log in or at any time after you successfully log in and begin using the system, please contact your GIS Account Manager, who can assist you in troubleshooting the issue.

GIS
Electronic I-9 Solutions
We apologize, but an error occurred that cannot be recovered from so your session has been terminated.
If this issue continues to occur please contact your Employer Representative for assistance.
Copyright © 2007, General Information Services, Inc. All Rights Reserved.
Powered by GIS

D Appendix D: Employment Eligibility Verifications (EEV)/E-Verify

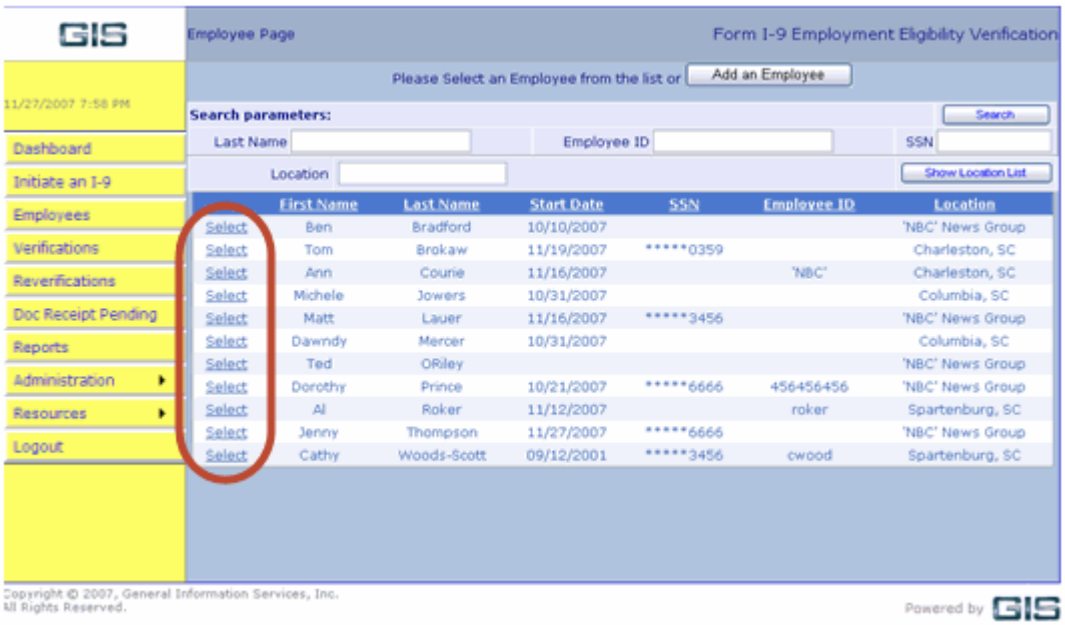
Step 1: From the final Verification Completed page, click **Order an EEV**. The Verification Completed page refreshes to display a message indicating whether the EEV/E-Verify order was ordered successfully and the View EEV Details / Close EEV hyperlink displays.



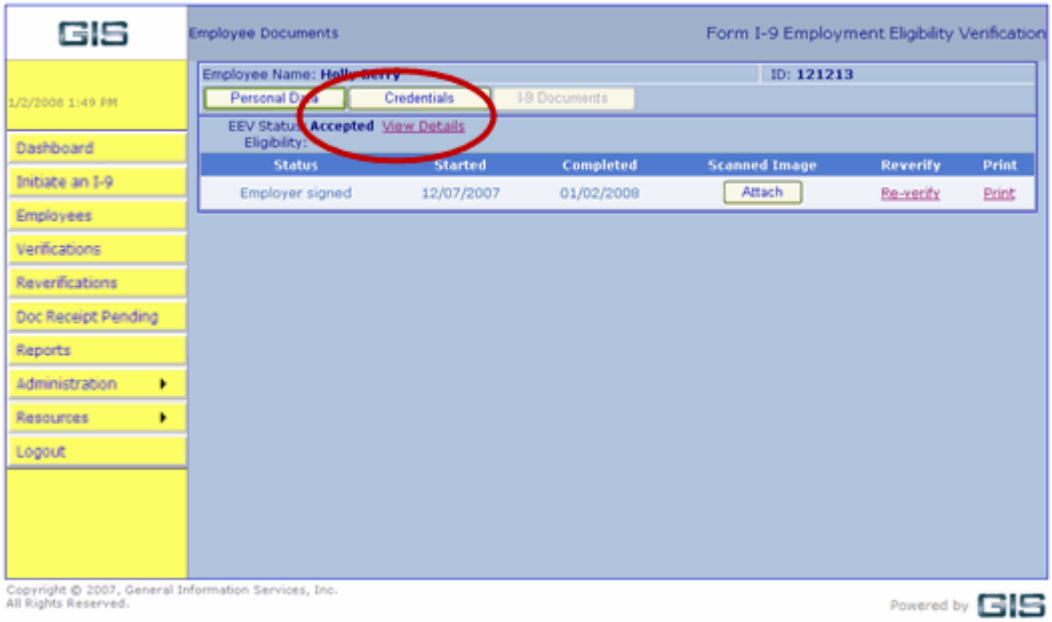
Step 2: Do one of the following as necessary to review the EEV order:

- If you want to review the EEV order from the Employee Documents page, click the Employees hyperlink from the Navigation Menu section and continue to Step 3.
- If you want to review the EEV order directly from the Verification Completed page, click the View EEV Details / Close EEV hyperlink and proceed to Step 5.

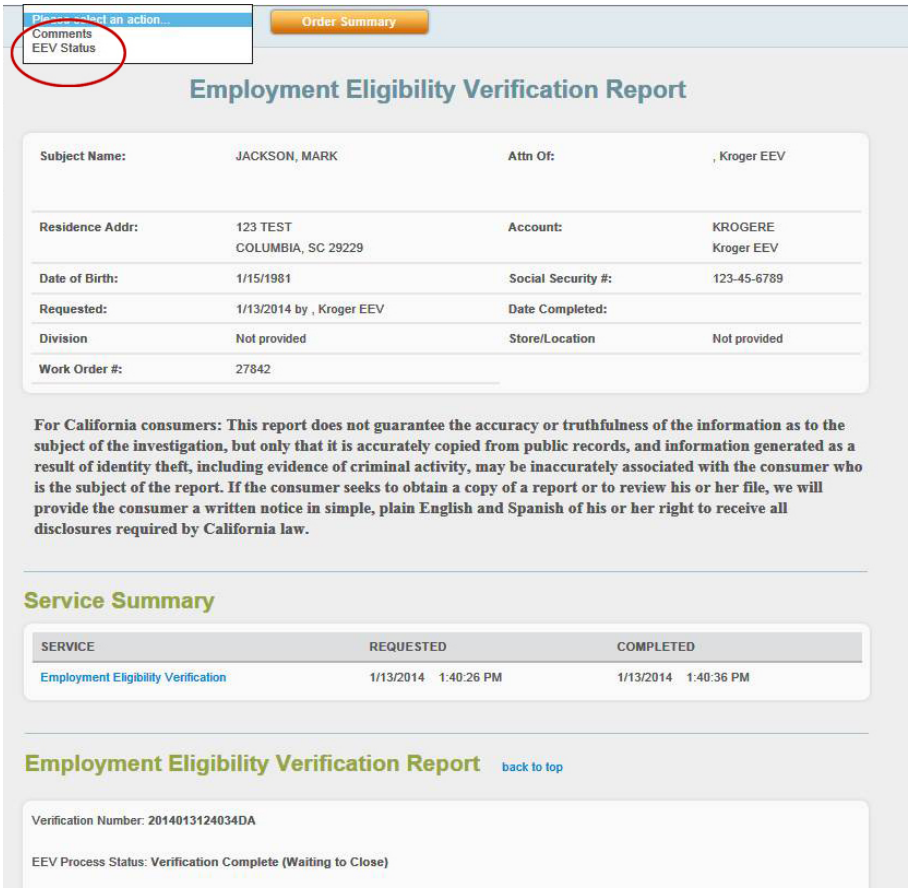
Step 3: From the Employees Page, perform a search and apply filter criteria to locate the employee record as necessary, and then click the Select hyperlink for the employee record.



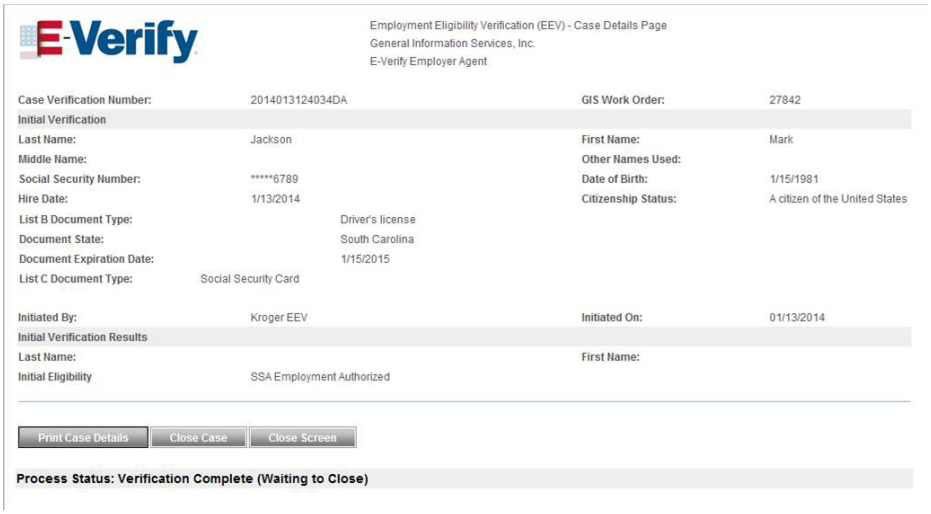
Step 4: Click the I-9 Documents tab to access the Employee Documents page and then click the View Details / Close EEV hyperlink that displays next to the EEV Status field from the EEV Information section.



Step 5: The Background Report page displays. From the Background Report page, point to the EEV menu item and then select Status to access the EEV/E-Verify Case Details page.


Please select an action...
Comments
EEV Status
Order Summary
Employment Eligibility Verification Report
Subject Name: JACKSON, MARK
Attn Of: , Kroger EEV
Residence Addr: 123 TEST
COLUMBIA, SC 29229
Account: KROGERE
Kroger EEV
Date of Birth: 1/15/1981
Social Security #: 123-45-6789
Requested: 1/13/2014 by , Kroger EEV
Date Completed:
Division Not provided
Store/Location Not provided
Work Order #: 27842
For California consumers: This report does not guarantee the accuracy or truthfulness of the information as to the subject of the investigation, but only that it is accurately copied from public records, and information generated as a result of identity theft, including evidence of criminal activity, may be inaccurately associated with the consumer who is the subject of the report. If the consumer seeks to obtain a copy of a report or to review his or her file, we will provide the consumer a written notice in simple, plain English and Spanish of his or her right to receive all disclosures required by California law.
Service Summary
SERVICE
REQUESTED
COMPLETED
Employment Eligibility Verification
1/13/2014 1:40:26 PM
1/13/2014 1:40:36 PM
Employment Eligibility Verification Report
back to top
Verification Number: 2014013124034DA
EEV Process Status: Verification Complete (Waiting to Close)

Step 6: The Employment Eligibility Verification (EEV) – Case Details page displays. The Case Details page serves as a historical record of the case you initiated via the work order. The Case Verification Number value also displays on the Form I-9 PDF file within the Compli-9 system.



E-Verify

Employment Eligibility Verification (EEV) - Case Details Page
General Information Services, Inc.
E-Verify Employer Agent

Case Verification Number:	2014013124034DA	**GIS Work Order:**	27842
Initial Verification			
Last Name:	Jackson	**First Name:**	Mark
Middle Name:		**Other Names Used:**	
Social Security Number:	*****6789	**Date of Birth:**	1/15/1981
Hire Date:	1/13/2014	**Citizenship Status:**	A citizen of the United States
List B Document Type:	Driver's license		
Document State:	South Carolina		
Document Expiration Date:	1/15/2015		
List C Document Type:	Social Security Card		
Initiated By:	Kroger EEV	**Initiated On:**	01/13/2014
Initial Verification Results			
Last Name:		**First Name:**	
Initial Eligibility	SSA Employment Authorized		

Print Case Details | Close Case | Close Screen

Process Status: Verification Complete (Waiting to Close)

Please refer to the GIS EEV User Manual for further instructions on the processing of EEV/E-Verify cases.